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CITY OF BOSTON
AND
COUNTY OF SUFFOLK



ANNUAL BUDGET
RECOMMENDATIONS

FOR THE FISCAL YEAR 1958

AS SUBMITTED TO

THE BOSTON CITY COUNCIL

BY

JOHN B. HYNES
MAYOR

CITY OF BOSTON
AND
COUNTY OF SUFFOLK



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BY

JOHN B. HYNES
MAYOR

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CITY OF BOSTON
OFFICE OF THE MAYOR
CITY HALL

JOHN B. HYNES
Mayor

January 28, 1958.

To the City Council.

GENTLEMEN:

Herewith is submitted the City and County budgets for the fiscal year 1958.

The amounts allowed exceed the 1957 allowances by \$1,855,944, a 1.6 per cent increase. Were it not obligatory to meet the higher costs referred to below; and were it not for the necessity of appropriating \$2,800,000, to provide full-year requirements of the general salary increase granted late last year, the current budgets would be several million dollars less than in 1957.

The allowances as submitted to your Honorable Body are \$8,909,062 less than the amounts requested by the various City and County departments. These allowances have been made with the tax rate uppermost in mind. As a consequence, departmental estimates were drastically, even arbitrarily reduced and, in some instances, entirely eliminated.

A compelling reason for denying department requests, in full or in part, is the estimated increase in payments by the City for the 1957 M.T.A. deficit.

In 1957, the M.T.A. deficit chargeable to Boston amounted to \$5,359,409.52. From present information, it appears that the M.T.A. deficit will cost the City of Boston approximately \$7,350,000, or almost two million dollars more than last year.

In an effort to absorb this increase so that the tax rate would not feel its full impact, it has been necessary to adopt a policy of stringent expenditure in the City departments over which full control can be exercised.

Other uncontrollable factors of increased cost, such as welfare benefits, pension benefits, court executions; and the uncontrollable factors affecting the income of the City, such as lower valuations and lower revenue expectancy from the State government, all combine with the M.T.A. deficit to make it difficult, if not impossible, to hold the tax rate in check.

It is because of this situation that the City government has limited the expenditures under its full control to the barest minimum, deferring necessary improvements to another day.

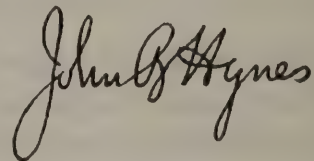
How long City departments should be expected or required to follow such a policy, which can be likened to an inadequate diet, while expenditures not under our control are diet-free, is a matter for serious consideration.

The accompanying communication of the Supervisor of Budgets gives, in detail, an explanation of the chief elements entering into the allowances as made. This information, in addition to the budget document, should give your Honorable Body a clear picture of the 1958 operating and maintenance requirements.

Later, supplemental appropriations will be submitted to cover the so-called "down payments" on capital expenditure loans, together with such other appropriations it may be necessary to provide.

I respectfully recommend adoption of the accompanying appropriation and tax orders.

Respectfully,

A handwritten signature in cursive script, reading "John B. Hynes". The signature is written in dark ink and is positioned to the right of the word "Respectfully,".

Mayor.



CITY OF BOSTON

ADMINISTRATIVE SERVICES DEPARTMENT

ROOM 50, CITY HALL

January 30, 1958.

HON. JOHN B. HYNES,
Mayor of Boston.

SIR:

In accordance with the provisions of Section 3 of Chapter 3A of the revised city ordinances, I have prepared, under your direction and after consultation with the Director of Administrative Services, in segregated form, the annual budget for city, county, and revenue departments to be submitted to the City Council.

GENERAL STATEMENT

The budget allowances recommended for city, county, and income departments represent an increase of \$1,855,944.00 over total appropriations authorized in 1957.

The following table indicates the differences between the appropriations recommended for 1958 and those approved by the City Council in 1957:

	1957	1958	
	APPROPRIATIONS	RECOMMENDATIONS	INCREASE
CITY BUDGET	\$104,341,354 00	\$105,670,932 00	\$1,329,578 00
COUNTY BUDGET	7,643,253 00	7,974,903 00	331,650 00
TOTAL	\$111,984,607 00	\$113,645,835 00	\$1,661,228 00
INCOME DEPARTMENTS	3,620,501 00	3,815,217 00	194,716 00
GRAND TOTAL	\$115,605,108 00	\$117,461,052 00	\$1,855,944 00

The appropriations recommended for income departments will be met from the revenues collected by these departments, and hence will not affect this year's tax rate. In other words, the 1958 tax rate will be affected solely by the increase in the city and county budgets, which increase is indicated in the foregoing table as \$1,661,228.00.

FORM OF BUDGET

As indicated in the table of contents, the material relating to the 1958 budget is presented in this document in three parts or sections. Part I presents the appropriations recommended for the various city, county, and income departments. The departments have been arranged by functions, and the appropriations are set forth under the eight main expenditure groups.

Part II presents in detail the allowances recommended for departments and organization units. This detail supports the appropriations recommended and set forth in Part I. It should be noted that the detail for individual departments is presented so as to indicate the various work programs to be performed, together with the allowance required for each program.

Part III presents two sets of tables, both of which indicate in comparative form the differences between 1957 appropriations and 1958 recommendations, as they relate first to organization units, and second to objects of expenditure.

Permanent Employees. Although the 1958 allowance is \$2,938,398.00 above the 1957 appropriation, it was necessary to transfer to this account \$1,325,000.00 from the special appropriation, Compensation Plan Amendments, to cover the cost of the salary increases for employees granted by your Honor effective September 1, 1957.

Temporary Employees. The allowances recommended reflect an increase of \$30,100.00 over the 1957 appropriation but a reduction of approximately \$125,000.00 from the 1957 expenditures. It was necessary to reallocate \$90,000.00 to this account mainly to cover the cost of special nurses at the Boston City Hospital.

The main factors involved in this allowance are indicated in the following table:

Parks and Recreation Department	\$290,000 00	Seasonal employment of recreation play leaders, lifeguards, bath custodians, matrons, and sports officials necessary to carry out the recreation program of the city.
Hospital Department	\$250,000 00	Hire of special nurses.
Library Department	\$200,000 00	For part-time service of young men and women employed on an hourly basis chiefly in the branch libraries.
Election Department	\$80,000 00	Cost of wardens, clerks, etc., for two election functions.

The balance is spread over a number of departments to cover peak load periods.

Overtime. Allowances recommended for city departments reflect an increase of \$69,231.00 over the 1957 appropriation but a reduction of \$69,128.00 from the 1957 expenditure.

The main factors involved in this allowance are indicated in the following table:

Police Department	\$540,000 00	Holidays, police listing, primary day, election day, and various parades.
Hospital Department	\$120,000 00	The major part of this allowance is paid to permanent nurses, attendants, and medical workers who agree to work an extra day due to shortage of such personnel.
Fire Department	\$192,000 00	Holidays for uniform force.
Library Department	\$80,000 00	This allowance covers permanent employees who are required to work evenings in branch libraries and Sundays in the Central Library.
Parks and Recreation Department	\$56,000 00	Permanent maintenance crews required during the Arts Festival, Christmas Festival, various holiday observances, and emergency tree work caused by storms.
Election Department	\$25,000 00	For custodians of schools and public buildings at two election functions, and during registration. Voting machine custodians for period immediately preceding the two functions.

The balance is spread over a number of departments to cover peak load periods.

Contractual Services. Despite an increased cost of \$93,000.00 for the lighting of streets, the allowances under this group show an over-all decrease of \$52,921.00.

Supplies and Materials. The allowances under this group show an increase of \$292,596.00 over the 1957 appropriation. An increased allowance of \$220,000.00 for Medical and Surgical Supplies in the Hospital Department has been made due to rising costs for these items. The balance may be accounted for by price increases in all other supplies and materials.

Current Charges and Obligations. The increase of \$180,879.00 is due to increased disbursements by the Welfare Department in the Old Age Assistance and Disability Assistance programs.

Equipment. The appropriation of this group shows a decrease of \$242,260.00.

Structures and Improvements. The allowance under this group shows a decrease of \$547,000.00. Any requests for down payments on loans for this year will be submitted later as supplementary requests.

The major items are as follows:

Hospital Department	\$186,000 00
Construction and Reconstruction of Sidewalks	150,000 00
Bridge Repairs	75,000 00
Reconstruction of Parkways and Roadways	55,000 00
Houghton Dutton Building	50,000 00

Parks and Recreation Department:

Buildings and Improvements	27,000 00
Reconstruction of Streets	25,000 00

Land and Improvements. Under this item the following allocations have been made:

Parks and Playground Improvements	\$120,000 00
Control of Dutch Elm Disease	30,000 00
Planting and Replacement of Trees	30,000 00

Special Appropriations. This group shows a decrease of \$1,339,445.00 from the 1957 appropriation. The principal reason for this decrease is that we were required to make an additional appropriation last year of \$1,325,000.00 for Compensation Plan Amendments, which will be reflected in the appropriation for Personal Services in 1958.

Principal increases within this group are as follows:

Demolition or Restoration of Abandoned Properties	\$214,000 00
Noncontributory Pensions and Annuities	100,000 00
Executions of Court	100,000 00
Equalization Survey	25,000 00
Workmen's Compensation	25,000 00

COUNTY BUDGET

Allowances recommended for county departments reflect an increase of \$331,650.00 over 1957 appropriations.

Permanent Employees. This group shows an increase of \$277,328.00 over the previous year. This increase can be almost entirely accounted for by the cost of the amendments to the County Compensation Plan that were recommended by your Honor and approved by the City Council, effective September 1, 1957, which totals approximately \$240,000.00. Sliding scale and mandatory legislative increases make up the balance of the total increase.

Contractual Services. This group reflects an increase of \$79,226.00 over the allowance for 1957. This item has been increased by \$100,000.00, due to the extra jurors necessitated by the additional sessions of the Court initiated by the Chief Justice. Were it not for this particular item, this appropriation would have reflected a decrease.

Supplies and Materials. The increased allowance of \$67,574.00 in this group is caused by the rise in cost of all supplies and materials.

Equipment. The allowance for this group reflects a decrease of \$3,698.00.

Structures and Improvements. This group reflects a decrease of \$39,000.00.

Special Appropriations. This appropriation shows a decrease of \$60,000.00. The principal reason for this decrease is that we were required to make an additional appropriation last year of \$75,000.00 for compensation plan amendments, which will be reflected in the appropriation for personal services in 1958. Noncontributory pensions and annuities increase amounts to \$15,000.00.

INCOME DEPARTMENTS

The allowances made under this section reflect an increase of \$194,716.00.

The main factors involved in this increase are indicated below:

Permanent Employees: Compensation Plan Amendments are responsible for the increase of \$98,971.00 in Personal Services.

Contractual Services. This group reflects an increase of \$48,230.00, mainly because of essential repairs to the Sumner Traffic Tunnel which were deferred from previous years.

Current Charges and Obligations. Damage suits now in litigation against the Water Division of the City of Boston are responsible for an increase of \$34,000.00 in this group.

Equipment. A special purpose vehicle for the Sumner Traffic Tunnel (Sweeper-Flusher) is responsible for the increase of \$30,000.00 in this group.

Special Appropriations. Noncontributory Pensions and Annuities increase amounts to \$15,000.00.

CONCLUSION

I have in the preceding paragraphs outlined the main factors involved in the increase of 1958 allowances over 1957 appropriations.

All allowances have been reduced to the barest minimum necessary to maintain adequate services and make only those repairs to the various plants that are of an urgent nature.

Respectfully,

JOHN G. PICKETT,
Supervisor of Budgets.

PART I
APPROPRIATIONS AND TAX ORDERS FOR THE
FINANCIAL YEAR 1958

APPROPRIATIONS AND TAX ORDERS FOR THE FINANCIAL YEAR 1958

Ordered: That to meet the current expenses payable during the financial year beginning with the first day of January, 1958, for performing the duties and exercising the powers devolved by statute or ordinance, or by vote of the City Council during the year, upon the City of Boston, or County of Suffolk, or the departments or officers thereof, the respective sums of money specified in the tables and schedules hereinafter set out be, and the same are, hereby appropriated for the several departments and for the objects and purposes hereinafter stated.

Ordered: That the appropriation for Water Service, current expenses, and the payment to the state, under the provisions of chapter 488 of the Acts of 1895, and acts in addition or amendment thereto, and for the interest and debt requirements or for loans issued for water purposes, be met by the income of said works and any excess over income from taxes; that the appropriation for the Sumner Traffic Tunnel be met by the income from tolls and any excess over income from taxes, in accordance with the provisions of section 11, chapter 297, of the Acts of 1929, as amended by chapter 74 of the Acts of 1935; that appropriations for the maintenance and operation of parking meters and the regulation of parking and other traffic activities incident thereto, be met by the income from parking meter fees; that the other appropriations hereinafter specified be met out of the money remaining in the treasury at the close of business on December 31, 1957, exclusive of the money raised by loan or needed to carry out the requirements of any statute, gift, trust or special appropriation; by the income of the financial year beginning January 1, 1958; by taxes on the polls and estates in the City of Boston; and by the proceeds of any duly authorized loans.

Ordered: That all sums of money which form no part of the income of the city, but shall be paid for services rendered or work done by any department or division for any other department or division, or for any person or corporation other than the City of Boston, be paid into the general treasury, and that all contributions made to any appropriation be expended for the objects and purposes directed by the several contributors thereof.

Ordered: That all taxes raised to meet the appropriations of the city, and all taxes assessed for meeting the city's proportion of the state tax for the year 1958, or for any other taxes or assessments payable to the Commonwealth, shall be due and payable on July 1, 1958. Interest shall be charged at the rate of 4 per cent per annum and computed from October 1, 1958, on all real estate and personal property taxes remaining unpaid after November 1, 1958, and assessed and payable in the year 1958, before said November 1, 1958, until such taxes are paid. All interest which shall have become due on taxes shall be added to and be part of such taxes.

Ordered: That except as the appropriation for any purpose or item shall be increased by additional appropriations or transfers lawfully made, no money shall be expended by any department for any of the purposes or items designated in the tables and schedules hereinafter set out in excess of the amount set down as appropriated for such specific purpose or item.

APPROPRIATION	TOTAL	1 PERSONAL SERVICES	2 CONTRACTUAL SERVICES
GENERAL GOVERNMENT			
LEGISLATIVE AND EXECUTIVE			
1-01-11 Mayor, Office Expenses	\$149,113 00	\$111,913 00	\$7,700 00
1-01-94 Conventions and Entertainment of Distinguished Guests	100,000 00	—	—
1-01-95 Public Celebrations	108,369 00	—	—
1-13-77 U. S. Bond Allotment Plan	23,424 00	—	—
1-13-78 Civic Improvement Committee	13,053 00	—	—
1-01-12 City Council	141,525 00	128,730 00	7,830 00
1-01-13 City Council Proceedings	18,000 00	—	18,000 00
ELECTIONS			
1-01-21 Election Department	431,500 00	345,000 00	65,520 00
FINANCE			
1-01-31 Auditing Department	360,598 00	330,000 00	10,430 00
1-01-35 Equalization Survey	125,000 00	—	—
1-01-36 Assessing Department	663,230 00	598,000 00	40,390 00
1-01-37 Collecting Division, Treasury De- partment	277,181 00	220,000 00	12,027 00
1-01-38 Treasury Division, Treasury De- partment	219,190 00	175,600 00	19,275 00
1-01-39 Board of Sinking Fund Commis- sioners, Treasury Department	2,750 00	2,200 00	—
ADMINISTRATIVE SERVICES			
1-01-40 Administrative Services Department	1,041,439 00	817,524 00	82,550 00
LAW			
1-01-51 Law Department	402,604 00	340,240 00	54,724 00
RECORDING AND REPORTING			
1-01-61 City Clerk Department	93,587 00	81,662 00	5,440 00
1-01-62 City Documents	41,000 00	—	41,000 00
PLANNING			
1-01-70 City Planning	205,707 00	187,572 00	14,475 00
GENERAL GOVERNMENT BUILDINGS			
1-01-80 Real Property Department	1,324,480 00	786,554 00	364,226 00
MISCELLANEOUS GENERAL GOVERNMENT			
1-01-91 Boston Retirement Board	128,400 00	99,400 00	25,750 00
1-01-93 Finance Commission	60,000 00	48,370 00	2,925 00
PUBLIC SAFETY			
POLICE			
1-02-11 Police Department	15,690,267 00	14,810,000 00	408,650 00
FIRE			
1-02-21 Fire Department	11,408,732 00	10,542,000 00	289,500 00
PROTECTIVE INSPECTION AND REGULATION			
1-02-30 Building Department	939,697 00	678,213 00	35,600 00
MILITARY AND CIVILIAN DEFENSE			
1-02-41 Civil Defense Activities	73,890 00	56,150 00	15,300 00

BUDGET

3	4	5	7	8	
SUPPLIES AND MATERIALS	CURRENT CHARGES AND OBLIGATIONS	EQUIPMENT	STRUCTURES AND IMPROVEMENTS	LAND AND NON- STRUCTURAL IMPROVEMENTS TO LAND	SPECIAL APPROPRIATIONS
\$7,100 00	\$22,000 00	\$400 00	—	—	—
—	—	—	—	—	\$100,000 00
—	—	—	—	—	108,369 00
—	—	—	—	—	23,424 00
—	—	—	—	—	13,053 00
4,115 00	225 00	625 00	—	—	—
—	—	—	—	—	—
16,450 00	4,250 00	280 00	—	—	—
18,520 00	1,419 00	229 00	—	—	—
—	—	—	—	—	125,000 00
22,800 00	740 00	1,300 00	—	—	—
38,166 00	6,163 00	825 00	—	—	—
12,550 00	10,419 00	1,346 00	—	—	—
400 00	150 00	—	—	—	—
121,205 00	5,055 00	1,105 00	—	—	14,000 00
4,450 00	1,645 00	1,545 00	—	—	—
6,125 00	180 00	180 00	—	—	—
—	—	—	—	—	—
1,700 00	1,055 00	905 00	—	—	—
57,805 00	64,105 00	1,790 00	\$50,000 00	—	—
3,000 00	150 00	100 00	—	—	—
575 00	7,780 00	350 00	—	—	—
410,350 00	32,267 00	29,000 00	—	—	—
466,000 00	9,232 00	102,000 00	—	—	—
9,800 00	184 00	400 00	—	—	215,500 00
2,040 00	400 00	—	—	—	—

APPROPRIATION		TOTAL	1 PERSONAL SERVICES	2 CONTRACTUAL SERVICES
OTHER				
1-02-51	Boston Traffic Department	\$779,524 00	\$526,750 00	\$148,000 00
1-02-52	Licensing Board	124,906 00	95,800 00	8,445 00
PUBLIC WORKS				
1-03-00	Public Works Department	10,803,179 00	5,524,927 00	4,574,026 00
HEALTH				
1-05-00	Health Department	2,098,924 00	1,756,600 00	233,585 00
HOSPITALS				
1-06-00	Hospital Department	18,655,520 00	13,579,000 00	805,400 00
PUBLIC WELFARE				
GENERAL WELFARE				
1-07-10	Welfare Department	23,430,174 00	1,656,890 00	119,969 00
AID TO NEEDY VETERANS				
1-07-40	Veterans' Services Department	2,012,282 00	321,183 00	34,320 00
LIBRARIES				
1-10-11	Library Department	3,392,175 00	2,695,000 00	225,050 00
PARKS AND RECREATION				
1-11-00	Parks and Recreation Department	4,019,897 00	3,051,000 00	294,000 00
MISCELLANEOUS				
1-13-31	Executions of Court, Damage Claims and Reimbursements	500,000 00	—	—
1-13-41	Workmen's Compensation Service	45,069 00	44,379 00	150 00
1-13-42	Workmen's Compensation	225,000 00	—	—
1-13-61	City Record, Publication of	61,270 00	9,070 00	52,000 00
1-13-74	Pensions and Annuities—City	4,900,000 00	—	—
1-23-31	Snow Removal	400,000 00	—	—
1-25-11	Federal Public Health Program	3,276 00	—	—
1-33-73	Reserve Fund	150,000 00	—	—
1-71-58	Boston Housing Authority			
	Boston Housing Authority	27,000 00	—	—
TOTAL		\$105,670,932 00	\$59,619,727 00	\$8,016,257 00

UDGET

3	4	5	7	8	
SUPPLIES AND MATERIALS	CURRENT CHARGES AND OBLIGATIONS	EQUIPMENT	STRUCTURES AND IMPROVEMENTS	LAND AND NON- STRUCTURAL IMPROVEMENTS TO LAND	SPECIAL APPROPRIATIONS
\$86,532 00	\$847 00	\$17,395 00	—	—	—
6,865 00	12,796 00	1,000 00	—	—	—
413,070 00	14,296 00	16,860 00	\$260,000 00	—	—
82,190 00	2,589 00	3,960 00	20,000 00	—	—
3,840,200 00	13,220 00	231,700 00	186,000 00	—	—
107,250 00	21,537,035 00	9,030 00	—	—	—
5,550 00	1,650,336 00	893 00	—	—	—
335,125 00	77,000 00	60,000 00	—	—	—
313,735 00	11,162 00	38,000 00	82,000 00	\$230,000 00	—
—	—	—	—	—	\$500,000 00
500 00	40 00	—	—	—	—
—	—	—	—	—	225,000 00
50 00	—	150 00	—	—	—
—	—	—	—	—	4,900,000 00
—	—	—	—	—	400,000 00
—	—	—	—	—	3,276 00
—	—	—	—	—	150,000 00
—	—	—	—	—	27,000 00
\$394,218 00	\$23,486,740 00	\$521,368 00	\$598,000 00	\$230,000 00	\$6,804,622 00

APPROPRIATION		TOTAL	I PERSONAL SERVICES
GENERAL GOVERNMENT			
RECORDING AND REPORTING			
4-01-65	Registry of Deeds	\$461,225 00	\$434,400 00
GENERAL GOVERNMENT BUILDINGS			
4-01-82	County Court House (Custodian)	702,820 00	546,000 00
1-01-84	Buildings Division, Real Property Department	193,900 00	149,500 00
CORRECTION			
CORRECTIONAL INSTITUTIONS			
4-08-11	Jail	483,185 00	377,170 00
4-08-12	Central Office, Penal Institutions Department	91,157 00	89,791 00
4-08-13	House of Correction, Penal Institutions Department	1,063,633 00	589,400 00
4-08-14	Middlesex County Training School	90,000 00	—
JUDICIAL			
CENTRAL COURTS			
4-12-11	Supreme Judicial Court	98,045 00	91,000 00
4-12-12	Superior Court, General Expenses	112,740 00	105,000 00
4-12-13	Clerk's Office, Superior Court, Civil Session	993,073 00	530,000 00
4-12-14	Criminal Session, Superior Court	699,070 00	400,000 00
4-12-15	Municipal Court, City of Boston	994,350 00	920,000 00
4-12-16	Boston Juvenile Court	119,432 00	110,400 00
4-12-17	Probate Court	94,430 00	35,305 00
4-12-18	Court Officers' Division, Superior Court	393,743 00	375,000 00
4-12-19	Probation Department, Superior Court, Criminal Session	80,913 00	72,000 00
DISTRICT COURTS			
4-12-21	Municipal Court, Charlestown District	85,826 00	79,958 00
4-12-22	East Boston District Court	89,349 00	82,404 00
4-12-23	Municipal Court, South Boston District	82,025 00	76,154 00
4-12-24	Municipal Court, Dorchester District	139,929 00	132,646 00
4-12-25	Municipal Court, Roxbury District	311,324 00	279,773 00
4-12-26	Municipal Court, West Roxbury District	106,247 00	100,060 00
4-12-27	Municipal Court, Brighton District	71,197 00	65,011 00
4-12-28	District Court of Chelsea	92,902 00	86,967 00
MEDICAL EXAMINATIONS			
4-12-31	Medical Examiner Service, Northern Division	48,458 00	42,500 00
4-12-32	Medical Examiner Service, Southern Division	33,634 00	29,700 00
4-12-33	Associate Medical Examiner Service, Northern Division	5,423 00	3,920 00
4-12-34	Associate Medical Examiner Service, Southern Division	4,873 00	3,920 00
OTHER			
4-12-41	Social Law Library	2,000 00	—
4-12-42	Mental Illness	50,000 00	—
MISCELLANEOUS			
4-13-75	Pensions and Annuities	180,000 00	—
GRAND TOTAL		\$7,974,903 00	\$5,807,979 00

UDGET

2	3	4	5	7	
CONTRACTUAL SERVICES	SUPPLIES AND MATERIALS	CURRENT CHARGES AND OBLIGATIONS	EQUIPMENT	STRUCTURES AND IMPROVEMENTS	SPECIAL APPROPRIATIONS
\$7,275 00	\$18,500 00	\$750 00	\$300 00		
91,600 00	61,320 00	—	3,900 00		
31,900 00	11,300 00	500 00	700 00		
17,350 00	86,800 00	1,000 00	865 00		
570 00	750 00	46 00			
35,133 00	428,500 00	7,100 00	3,500 00		
—	—	—	—	—	\$90,000 00
5,150 00	1,495 00	100 00	300 00		
1,705 00	2,035 00	—	4,000 00		
444,500 00	16,500 00	273 00	1,800 00		
286,000 00	8,935 00	135 00	4,000 00		
29,000 00	41,000 00	1,050 00	3,300 00		
6,563 00	1,630 00	334 00	505 00		
24,050 00	33,200 00	75 00	1,800 00		
2,000 00	16,450 00	293 00			
4,906 00	3,014 00	183 00	810 00		
3,121 00	2,440 00	107 00	200 00		
3,083 00	3,620 00	92 00	150 00		
3,374 00	2,110 00	187 00	200 00		
4,335 00	2,570 00	178 00	200 00		
14,463 00	16,185 00	553 00	350 00		
3,472 00	2,400 00	115 00	200 00		
1,600 00	4,100 00	86 00	400 00		
2,280 00	3,370 00	110 00	175 00		
4,110 00	1,775 00	8 00	65 00		
1,970 00	1,210 00	179 00	575 00		
1,415 00	80 00	8 00			
865 00	80 00	8 00			
—	2,000 00				
49,875 00	125 00				
—	—	—	—	—	180,000 00
1,081,665 00	\$773,494 00	\$13,470 00	\$28,295 00	—	\$270,000 00

INCOMI

APPROPRIATION		TOTAL	I PERSONAL SERVICES
1-01-37	Collecting Division, Treasury Department (Water Service)	\$145,352 00	\$127,500 00
1-03-52	Automotive Division, Public Works Department (Water Service)	118,007 00	47,907 00
3-71-11	Sumner Traffic Tunnel, Public Works Department . . .	730,820 00	483,000 00
3-71-12	Water Service, Public Works Department	2,541,038 00	1,528,000 00
3-71-16	Pensions and Annuities	280,000 00	—
GRAND TOTAL		\$3,815,217 00	\$2,186,407 00

DEPARTMENTS BUDGET

2	3	4	5	7	
CONTRACTUAL SERVICES	SUPPLIES AND MATERIALS	CURRENT CHARGES AND OBLIGATIONS	EQUIPMENT	STRUCTURES AND IMPROVEMENTS	SPECIAL APPROPRIATION
\$4,630 00	\$11,080 00	\$2,007 00	\$135 00	—	—
7,000 00	26,500 00	2,500 00	34,100 00	—	—
189,500 00	17,720 00	2,600 00	38,000 00	—	—
434,000 00	206,850 00	54,288 00	117,900 00	\$200,000 00	—
—	—	—	—	—	\$280,000 00
\$635,130 00	\$262,150 00	\$61,395 00	\$190,135 00	\$200,000 00	\$280,000 00

PART II
DETAIL BY ORGANIZATION UNITS,
OBJECTS, AND PROGRAMS

CITY BUDGET

SUPPORTING DETAIL

MAYOR, OFFICE EXPENSES

1-01-11

The Mayor is the chief executive officer of the city. He appoints all heads of city departments and other city officials with the exception of those appointed by the Governor, namely, the Police Commissioner, Licensing Board, and Finance Commission. The annual budget, as well as subsequent appropriations and transfers, are prepared under his direction for submission to the City Council. He may submit to the Council in the form of an ordinance or loan order such recommendations as he may deem to be for the welfare of the city. He may disapprove any action of the Council, and, if said action involves the expenditure of money, the Mayor's action is final.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
Personal Services . . .	\$98,409 69	\$104,000 17	\$105,030 00	\$111,913 00	\$111,913 00	
Contractual Services . .	11,734 88	14,157 03	8,250 00	8,400 00	7,700 00	
Supplies & Materials . .	6,431 42	6,614 09	7,170 00	7,400 00	7,100 00	
Current Charges & Oblig's	43,316 72	23,271 65	22,000 00	25,000 00	22,000 00	
Equipment	762 65	139 25	400 00	400 00	400 00	
TOTALS	\$160,655 36	\$148,182 19	\$142,850 00	\$153,113 00	\$149,113 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958	\$70,000 00
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C — PROGRAMS

1. EXECUTIVE

Formulates policies, coordinates municipal activities, recommends legislative action, and maintains liaison with heads of departments and boards.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1	\$20,000 00	\$3,000 00	\$2,660 00	\$21,940 00	\$300 00	\$47,900 00

Personal Services: Mayor.

Contractual Services: Repairs and servicing of automotive equipment, \$1,300.00; travel expenses, \$1,700.00.

Supplies and Materials: Gas, oil, and accessories, \$2,100.00; postage and stationery, \$560.00.

Current Charges and Obligations: Flowers, trophies, photographs, and other expenses incidental to the welcome and reception of visitors to the city, \$16,336.00; association dues, newspaper and magazine subscriptions, \$1,800.00; auto storage and registration, \$804.00.

Equipment: Library books, \$300.00.

2. ADMINISTRATIVE AND GENERAL SERVICES

General clerical and stenographic services, including handling of correspondence, arranging appointments for interviews and conferences, and the operation of a telephone switchboard.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
13	\$72,782 00	\$4,200 00	\$3,110 00	\$100 00	\$80,192 00

Personal Services: Industrial Counselor, Chief Clerk, Labor Advisor, Supervisor of Complaints, Chauffeur, 4 Secretaries, Telephone Operator, and 3 Clerical Employees. Overtime, \$6,976.00.

Contractual Services: Travel expenses for Mayor's office staff, \$800.00; mimeographing and other duplicating services, \$900.00; messenger and telegraph service, \$1,400.00; printing and binding, \$1,076.00; towel service, \$24.00.

Supplies and Materials: Postage, \$610.00; forms, cards, and stationery, \$2,500.00.

Equipment: Library books, \$100.00.

3. REGULATION AND ISSUANCE OF AMUSEMENT LICENSES

Issues licenses for all places of public amusement and sport fields, and, in conjunction with Massachusetts Division of Public Safety, regulates conduct of Sunday entertainments.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
4	\$19,131 00	\$500 00	\$1,330 00	\$60 00	\$21,021 00

Personal Services: Chief, Assistant Chief, 2 Stenographers.

Contractual Services: Messenger and telegraph service, \$200.00; mimeographing and other duplicating services, \$200.00; printing and binding, \$100.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$1,330.00.

Current Charges and Obligations: Premium on surety bonds, \$60.00.

D — PROGRAM SUMMARY

Program	Personal No.	Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Executive	1	\$20,000 00	\$3,000 00	\$2,660 00	\$21,940 00	\$300 00	\$47,900
2. Administrative and General Services	13	72,782 00	4,200 00	3,110 00	—	100 00	80,192
3. Regulation and Issuance of Amusement Licenses	4	19,131 00	500 00	1,330 00	60 00	—	21,021
TOTALS	18	\$111,913 00	\$7,700 00	\$7,100 00	\$22,000 00	\$400 00	\$149,113

MAYOR, SPECIAL ACTIVITIES

CONVENTIONS AND ENTERTAINMENT OF DISTINGUISHED GUESTS

1-01-94

As provided by the General Laws, a sum not in excess of \$100,000.00 may be appropriated for providing proper facilities for public entertainment in connection with the holding of conventions, for paying expenses incidental to such entertainment, and for the entertainment of distinguished guests.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation: Conventions & Entertainment of Distinguished Guests	\$73,447 34	\$67,728 94	\$97,000 00	\$106,906 00	\$100,000 00	

ESTIMATED EXPENSES

Salaries: Assistant Director and Clerk	\$9,256 00
Definite allocations for conventions and meetings already scheduled	53,744 00
Anticipated allocation for other conventions	2,500 00
Distinguished guests	9,000 00
Calendar of events	14,000 00
Luncheons and breakfasts to heads of veterans' organizations	8,500 00
Welcome signs and decorations	3,000 00
TOTAL	\$100,000 00

PUBLIC CELEBRATIONS

1-01-95

As provided by the General Laws, the City Council may by a two-thirds vote appropriate money for the celebration of holidays and for other like public purposes. The programs and details for all public city functions are arranged by the Public Celebrations Division of the Mayor's Office.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation: Public Celebrations	\$137,340 73	\$150,824 73	\$114,021 00	\$108,369 00	\$108,369 00	

ESTIMATED EXPENSES

Salaries: Director, Assistant Director, and 4 Clerical Employees	\$23,539 00
Major Celebrations:	
March 17, Evacuation Day	\$9,500 00
June 17, Bunker Hill Day	12,000 00
July 4, Independence Day	16,000 00
October 12, Columbus Day	5,500 00
Christmas Festival	10,000 00
Arts Festival	15,000 00
Band Concerts (Summer)	6,500 00
Total Major Celebrations	74,500 00
Special Observances	10,330 00
TOTAL	\$108,369 00

U. S. BOND ALLOTMENT PLAN

1-13-77

Deductions are made from the salary of employees for the purchase of United States Savings Bonds. The expenses of recording the deductions made and arranging for the delivery of the bonds are covered by this appropriation.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation: United States Bond Allot- ment Plan	\$33,722 85	\$27,006 50	\$24,500 00	\$23,424 00	\$23,424 00	

ESTIMATED EXPENSES

Salaries: 8 Clerical Employees	\$22,674 00
Cleaning	50 00
Forms, cards, and stationery	600 00
Premiums on surety bonds	100 00
TOTAL	\$23,424 00

CIVIC IMPROVEMENT COMMITTEE

1-13-78

The Committee for Civic Improvement seeks to coordinate the work of all Boston and Greater Boston public and private agencies that are striving to reduce the causes of race friction; espouses methods of discouraging vandalism on the part of juvenile offenders; and fosters an educational program that will lead to more harmonious relations among the people regardless of race, religion, color, or national origin.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation: Civic Improvement Com- mittee	\$8,613 70	\$9,954 03	\$12,018 00	\$13,053 00	\$12,538 00	

ESTIMATED EXPENSES

Salary: Executive Secretary and Clerk	\$11,388 00
Communications, printing, and binding	900 00
Office and other supplies	200 00
Library books	50 00
TOTAL	\$12,538 00

CITY COUNCIL

1-01-12

The City Council is the legislative body of the city. The Councillors are elected at large and serve for a two-year term. They elect annually a president who presides at meetings, appoints all committees, and serves as Acting Mayor when the Mayor is absent from the city or unable from any cause to perform his duties.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
Personal Services . . .	\$124,338 44	\$126,506 65	\$127,185 00	\$131,420 00	\$128,730 00	
Contractual Services . . .	2,878 49	5,691 58	4,430 00	7,830 00	7,830 00	
Supplies & Materials . . .	3,645 34	3,238 92	3,915 00	4,115 00	4,115 00	
Current Charges & Oblig's . . .	123 04	193 12	225 00	225 00	225 00	
Equipment	525 08	397 34	675 00	625 00	625 00	
TOTALS	\$131,510 39	\$136,027 61	\$136,430 00	\$144,215 00	\$141,525 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958 None

C — PROGRAMS

1. CONSIDERATION AND ADOPTION OF LEGISLATIVE MEASURES

Personal Services No.	Amount	Contractual Services	Total
9	\$45,000 00	\$6,400 00	\$51,400 00

Personal Services: 9 Councillors.

Contractual Services: Advertising public hearings, \$1,400.00; stenographic services at public hearings, \$5,000.00.

2. ADMINISTRATIVE AND GENERAL SERVICES

Supervises Council attachés, controls expenditures, distributes city documents, records committee actions, and provides secretarial assistance to Council members.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
9	\$83,730 00	\$1,430 00	\$4,115 00	\$225 00	\$625 00	\$90,125 00

Personal Services: City Messenger and Assistant, Clerk of Committees and Assistant, Document Clerk, Librarian Archivist, 2 Secretaries, and Clerk; * 7 Police Officers receive \$200.00 per annum extra for special duty; * 8 Temporary Clerical Employees to assist the Councillors in the performance of their duties, \$32,730.00.

Contractual Services: Messenger and telegraph service, \$650.00; servicing of office equipment, \$100.00; transportation for inspection tours, \$100.00; towel service, \$180.00; binding city documents, \$100.00; portrait of President, \$300.00.

Supplies and Materials: Household supplies, \$65.00; postage, \$1,000.00; forms, cards, and stationery, \$3,000.00; general operating supplies, \$50.00.

Current Charges and Obligations: News clipping service, \$225.00.

Equipment: Library books, \$300.00; furniture, \$325.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Consideration and Adoption of Legislative Measures . . .	9	\$45,000 00	\$6,400 00	—	—	—	\$51,400 00
Administrative and General Services . . .	9	83,730 00	1,430 00	\$4,115 00	\$225 00	\$625 00	90,125 00
TOTALS	18	\$128,730 00	\$7,830 00	\$4,115 00	\$225 00	\$625 00	\$141,525 00

* Not included in permanent quota.

CITY COUNCIL PROCEEDINGS

1-01-13

All proceedings of the City Council at its regular and special meetings are recorded in shorthand, transcribed and subsequently indexed, printed, and bound in a permanent document.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
2—Contractual Services . . .	\$16,588 76	\$19,563 47	\$17,000 00	\$18,000 00	\$18,000 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958 None

C — PROGRAM

1. RECORDING, INDEXING AND PRINTING OF CITY COUNCIL MEETINGS

Contractual Services: Reporting and indexing, \$6,500.00; printing and binding, \$11,500.00.

ELECTION DEPARTMENT

1-01-21

The Election Department maintains a system of permanent registration of persons eligible to vote in the city, state, and national elections. It is responsible for the conduct of elections and the certification of election results. The examination of prospective jurors and the certification of jury lists are also functions of this department. Two elections will be held in 1958, namely, the state primary election in September, and the state election in November. Voting machines are used by approximately 95 per cent of the voters.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
Personal Services	\$323,901 17	\$380,844 00	\$346,000 00	\$360,527 00	\$345,000 00	
Contractual Services . . .	122,468 26	112,755 25	98,075 00	116,350 00	65,520 00	
Supplies & Materials . . .	17,090 62	41,217 15	17,750 00	16,825 00	16,450 00	
Current Charges & Oblig's	3,221 58	4,770 00	3,750 00	4,250 00	4,250 00	
Equipment	83 40	85 00	200 00	423 00	280 00	
TOTALS	\$466,765 03	\$539,671 40	\$465,775 00	\$498,375 00	\$431,500 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958 \$1,100 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General administrative supervision and direction of department; provides general financial and clerical services, furnishes information to the public. A storehouse with a floor area of 12,000 square feet is maintained for election records and minor equipment.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
10	\$61,095 00	\$75 00	\$100 00	\$100 00	\$61,370 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Chairman, 3 Commissioners, Executive Secretary, Assistant Executive Secretary, Assistant Registrar of Voters.

Information Section: Head Clerk, Senior Assistant Registrar of Voters.

Storehouse Section: Carpenter.

Contractual Services: Lighting service for storehouse, \$50.00; servicing of office equipment, \$25.00.

Supplies and Materials: Heating supplies for storehouse, \$100.00.

Equipment: Library books, \$100.00.

2. CONDUCT OF ELECTIONS, INCLUDING REGISTRATION OF VOTERS, PREPARATION OF VOTING LISTS, AND CHECKING NOMINATIONS

The permanent register of voters is maintained by this division, nominating papers are checked, arrangements for various elections are made, voting and jury lists are prepared, the elections are conducted, and the results are tabulated. Estimated statistics for 1958 with respect to these operations are 315,000 voters on register; 35,000 notices to voters dropped from voting list; 22,000 transfers in registrations during year; 1,600 nomination papers received; 35,000 signatures on nominating papers test-checked to register; and 12,000 prospective jurors interviewed.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
34	\$251,011 00	\$59,150 00	\$15,250 00	\$4,250 00	\$329,661 00

Personal Services: Head Assistant Registrar of Voters, 2 Principal Assistant Registrars of Voters, 7 Senior Assistant Registrars of Voters, Assistant Registrar of Voters and Jury Investigator, Assistant Registrar of Voters and Ballot Box Repairman, 22 Assistant Registrars of Voters.

Temporary Employees needed to assist in the preparation for and the conduct of elections: 285 Wardens, 2 days; 285 Clerks, 2 days; 1,140 Inspectors, 2 days; 100 Custodians, private buildings, 2 days; 44 Assistant Registrars, 20 nights each; 20 Assistant Registrars, 16 weeks each. Total, \$80,000.00.

Overtime compensation for services required in excess of regular working hours in connection with checking of nomination papers, evening registrations, demonstration of voting machines, and recounts, \$16,000.00.

Contractual Services: Lighting service for schools and voting booths, \$2,500.00; transportation of persons for registration and voting, \$150.00; printing voting list, \$50,000.00; printing authority slips, \$3,000.00; advertising, \$300.00; miscellaneous printing, binding, and delivery of ballots, \$3,200.00.

Supplies and Materials: Food for employees working nights at two functions, \$250.00; postage, forms, cards, and stationery and miscellaneous election supplies for the two functions, \$15,000.00.

Current Charges and Obligations: Rentals of private buildings and land for registration and voting, \$4,250.00.

Election Department — Continued

3. CARE AND MAINTENANCE OF VOTING MACHINES

The 1,463 voting machines owned by the city are prepared for elections by this division. Between elections all the machines are stored under the care of this division in city-owned buildings. Minor adjustments and repairs are made on the machines by this group.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
5	\$32,894 00	\$6,295 00	\$1,100 00	\$180 00	\$40,469 00

Personal Services: Chief Voting Machine Custodian, 2 Voting Machine Custodians, Assistant Registrar of Voters, Electrician. Overtime demonstration of voting machines, \$9,000.00.

Contractual Services: Telephone service for Voting Machine Custodians on election days, \$120.00; servicing of voting machines, \$175.00; training of voting machines, \$6,000.00.

Supplies and Materials: Gas, oil, tires, and tubes for truck and carry-all, \$250.00; repair parts, tools, and supplies for voting machines, \$350.00.

Equipment: Electric motors for voting machines, \$180.00.

D — PROGRAM SUMMARY

Programs	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services	10	\$61,095 00	\$75 00	\$100 00	—	\$100 00	\$61,370 00
2. Conduct of Elections, Including Registration of Voters, Preparation of Voting Lists, and Checking Nominations	34	251,011 00	59,150 00	15,250 00	\$4,250 00	—	329,661 00
3. Care and Maintenance of Voting Machines	5	32,894 00	6,295 00	1,100 00	—	180 00	40,469 00
TOTALS	49	\$345,000 00	\$65,520 00	\$16,450 00	\$4,250 00	\$280 00	\$431,500 00

AUDITING DEPARTMENT

1-01-31

The Auditing Department is responsible for the examination and audit prior to payment of all claims against the City of Boston and County of Suffolk, except for debt service and court orders which are post-audited and for the maintenance of accounts necessary to record the financial operations of the city and county. The department is also responsible for prescribing the form of the accounts maintained by city departments and of making such audits as may be desired by the City Auditor.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services	\$281,271 37	\$290,429 38	\$320,000 00	\$346,781 00	\$330,000 00	
—Contractual Services	5,873 22	8,579 42	10,330 00	10,680 00	10,430 00	
—Supplies & Materials	12,684 02	11,162 22	18,350 00	19,370 00	18,520 00	
—Current Charges & Oblig's	7,981 40	6,407 30	718 00	1,419 00	1,419 00	
—Equipment	590 15	245 50	210 00	229 00	229 00	
TOTALS	\$308,400 16	\$316,823 82	\$349,608 00	\$378,479 00	\$360,598 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958 None

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL ACCOUNTING SERVICES

General supervision and direction of departmental activities; maintains general accounting records of receipts and expenditures, accounts receivable and appropriations; prepares monthly financial statements and a comprehensive annual report of the city's finances; audits departmental accounts; maintains complete record of funded debt; performs functions of the department pertaining to awarding of contracts and safekeeping of employees' bonds and insurance policies of the city and county. Maintains 200 ledger accounts, 300 accounts receivable ledger accounts, and 350 appropriation ledger accounts.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
18	\$109,669 00	\$985 00	\$650 00	\$803 00	\$229 00	\$112,336 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: City Auditor, Deputy City Auditor, Assistant City Auditor, 2 Principal Accountants, and Principal Clerk and Secretary.

Bookkeeping Section: Principal Accountant, 2 Senior Accountants, and Principal Accounting Machine Operator.

Post-Audit Section: Principal and 2 Senior Accountants, and 3 Principal Account Examiners.

Contract and Debt Section: 2 Senior Accountants.

Overtime, \$500.00.

Contractual Services: Servicing of office equipment, \$215.00; attendance at conventions of Municipal Finance Officers, \$700.00; coat service for office personnel, \$70.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$650.00.

Current Charges and Obligations: Dues and subscriptions, \$383.00; premium on surety bonds, \$420.00.

Equipment: Library books, \$229.00.

2. CONTROL OF BUDGETARY ACCOUNTS

Maintains budgetary accounting control of every appropriation, pre-audits purchase orders and service orders to insure that expenditures and budget account codings are correct and particularly that funds are available for their payment; determines that funds are available for payment of all contracts. Maintains 900 accounts for budgetary accounting control.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
13	\$55,969 00	\$735 00	\$2,100 00	\$58,804 00

Personal Services: Principal Accountant, Assistant Principal Accountant, 2 Senior Accountants, Principal Account Examiner, and 8 Clerical Employees. Overtime, \$1,000.00.

Contractual Services: Service on three Burroughs Sensimatic accounting machines and other office equipment, \$735.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$2,100.00.

Auditing Department — Continued

3. PRE-AUDIT AND PROCESSING OF INVOICES AND SPECIAL DRAFTS

Pre-audits invoices and special drafts to assure that bills are properly incurred, that funds have been appropriated in sufficient amount to pay the bill, that clerical computations are correct, and that there is a certificate thereon that the work done or goods delivered are satisfactory and in accordance with specifications, and that the department head approve payment; audited invoices are grouped, control totals obtained, and copies routed to the tabulation section, department concerned, Treasurer's Office, and disbursement section; 130,000 invoices and 3,500 contract payments are audited annually.

Personal Services		Contractual	Supplies	Total
No.	Amount	Services	Materials	
15	\$65,556 00	\$150 00	\$650 00	\$66,356 00

Personal Services: Performance under this program is divided among the following sections:

Examining Section: Senior Accountant, 8 Principal Account Examiners, and Vault Attendant.

Control Section: Senior Accountant, 2 Principal Clerks, and 2 Clerical Employees.

Overtime, \$1,500.00.

Contractual Services: Servicing of office equipment, \$150.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$650.00.

4. PRE-AUDIT AND PROCESSING PAYROLLS

Preliminary payrolls are prepared on tabulating machines and sent to departments. Payrolls submitted by departments are pre-audited; the application of sick and vacation leave is supervised; Blue Cross, Union dues, and Credit Union deductions are balanced monthly and checked to the respective invoices; final payrolls and checks are prepared on tabulating machine equipment. Approximately 28,000 payrolls are processed per year.

Personal Services		Contractual	Supplies	Current	Total
No.	Amount	Services	Materials	Charges	
25	\$98,806 00	\$8,560 00	\$15,120 00	\$616 00	\$23,102 00

Personal Services: Performance under this program is divided among the following sections:

Payroll Section: Principal Accountant, 4 Principal Account Examiners, 4 Principal Clerks, and 2 Senior Account Clerks.

Tabulating Section: Supervisor of Statistical Machines, an Assistant, 2 Principal Statistical Machine Operators, and 10 Statistical Machine Operators. Overtime, \$2,000.00.

Contractual Services: Messenger services, \$130.00; repair and maintenance of 20 tabulating machines and Recordak equipment, \$8,300.00; binding records and news clipping service, \$130.00.

Supplies and Materials: Tabulating cards, stock paper, and stationery, \$13,600.00; 200 rolls Recordak film, \$1,520.00.

Current Charges and Obligations: Rental of office machines, \$616.00.

D — PROGRAM SUMMARY

Program	Personal No.	Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Accounting Services	18	\$109,669 00	\$985 00	\$650 00	\$803 00	\$229 00	\$112,336 00
2. Control of Budgetary Accounts	13	55,969 00	735 00	2,100 00	—	—	58,804 00
3. Pre-Audit and Processing of Invoices and Special Drafts	15	65,556 00	150 00	650 00	616 00	—	66,356 00
4. Pre-Audit and Processing Payrolls	25	98,806 00	8,560 00	15,120 00	—	—	123,102 00
TOTALS	71	\$330,000 00	\$10,430 00	\$18,520 00	\$1,419 00	\$229 00	\$360,598 00

ASSESSING DEPARTMENT

1-01-36

The Assessing Department is responsible for the assessment of real and personal property within the City of Boston, on a fair cash value as provided in the General Laws. It is further obligated to assess poll taxes upon the male residents of the city over the age of twenty years, and to levy an excise tax upon motor vehicles. The department also has the duty of adding to the assessment rolls the amounts of special assessments for improvements determined by the Public Improvement Commission and other tax items.

The Board of Review of the department considers the applications of property owners for the abatement of assessments made.

A—BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
Personal Services . . .	\$581,243 05	\$587,031 12	\$593,000 00	\$636,568 00	\$598,000 00	
Contractual Services . .	42,779 15	24,867 24	39,590 00	75,405 00	40,390 00	
Supplies & Materials . .	24,371 72	20,555 00	22,800 00	28,474 00	22,800 00	
Current Charges & Oblig's	4,045 48	3,880 70	3,360 00	740 00	740 00	
Equipment	3,748 77	211 65	2,200 00	5,409 00	1,300 00	
TOTALS	\$656,188 17	\$636,545 71	\$660,950 00	\$746,596 00	\$663,230 00	

B—DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958 \$1,080 00

C—PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities; provides financial and clerical services and furnishes information to the public. By revision of the ordinances of the City of Boston, Chapter 40A, effective December 1, 1953, the Assessing Department, for the first time in its history, is required to make certain cash payment charges to the general public for certification of various records affecting persons and property within the city.

Personal Services No.	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
14	\$69,000 00	\$1,775 00	\$2,525 00	\$15 00	\$700 00
					\$74,015 00

Personal Services: Assessor of Taxes and 2 Associates, Executive Secretary, Head Administrative Clerk, and 9 Clerical Employees.
Contractual Services: Repair and maintenance of office machines, \$255.00; travel to Convention of National Assessing Officers, \$370.00; advertising notice to taxpayers, \$250.00; printing and binding, \$800.00; mimeographing service, \$100.00.
Supplies and Materials: Postage, \$1,100.00; forms, cards, and stationery, \$900.00; microfilm, \$525.00.
Current Charges and Obligations: Dues and subscriptions, \$15.00.
Equipment: Library books, \$44.00; office equipment, \$656.00.

2. ASSESSMENT OF REAL AND PERSONAL PROPERTY

Assesses 114,000 parcels of real property and 18,000 personal property items at a fair cash value as of January 1 of each year; prepares statistical data; conducts field examinations of all properties, makes 3,000 court examinations, and files 9,000 applications for abatements; a new multiple year field record and master office record, parcel by parcel throughout the city, on both real and personal property, makes it necessary for field staff to submit to the Board of Assessors a comprehensive and detailed report of differences in valuation and description of property over the previous year in order to perpetuate annual field information observed; maintains a permanent record showing changes in valuation, title changes, betterment assessments, unpaid water bills, alteration, repair, and new construction permits; 235,000 poll taxes are checked to eliminate all but eligible males; records of real estate titles are examined at the Registry of Deeds; lists of title changes are prepared; 1,800 maps are maintained, showing block and lot data.

Personal Services No.	Contractual Services	Supplies Materials	Current Charges	Total
80	\$343,000 00	\$6,000 00	\$2,275 00	\$200 00
				\$351,475 00

Personal Services: Performance under this program is divided among the following sections:
Assessment Section: 5 Deputy Assessors, Head Clerk, and 49 Assistant Assessors (part time).
Real Property Section: Tax Title Supervisor and 14 Clerical Employees.
Personal Property Section: Chief of Personal Property Tax Division and Clerical Employee.
Registry Research Section: Title Examiner, Assessment Recorder, and 2 Clerical Employees.
Engineering Section: Senior Appraisal Engineer, Assistant Civil Engineer, and 2 Senior Engineering Aids.
Temporary Employees Section: Senior Engineering Aid, \$3,000.00.
Contractual Services: Binding records, \$6,000.00.
Supplies and Materials: Forms, cards, and stationery, \$2,000.00; engineering supplies, \$275.00.
Current Charges and Obligations: Dues and subscriptions (Appraisers' Weekly), \$200.00.

Assessing Department — Continued

3. MOTOR VEHICLE TAX ASSESSMENT AND ADJUSTMENT

Prepares data for 225,000 bills to owners of motor vehicles for excise taxes from registration cards received from Commonwealth; 20,000 abatement requests are processed annually. Due to the effort of the Board of Assessors to process abatements of motor vehicles originally assessed because of sale, or transfer, or other illegality, there is constant process of these applications in this division so that adjustment in the original tax may be progressively in the hands of the person assessed.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
5	\$20,000 00	\$2,700 00	\$1,000 00	\$25 00	\$23,725 00

Personal Services: Motor Excise Tax Supervisor and 4 Clerical Employees.

Contractual Services: Numbering motor vehicle cards, \$2,600.00; binding motor vehicle lists and valuations, \$100.00.

Supplies and Materials: Auto registration cards, abatement certificates, other forms, cards, and stationery, \$1,000.00.

Current Charges and Obligations: Motor vehicle manuals, \$25.00.

4. REVIEW AND DETERMINATION OF ASSESSMENT APPEALS

The Board of Review acts on applications for abatement of assessments on real and personal property. Approximately 9,000 applications on real property and 4,000 applications on personal property are received annually. Approximately 9,500 applications for abatement because of exemption for 10 per cent disabled veterans, widows, aged, and indigent are processed annually. An accelerated program of analysis of applications for abatement before the Board of Review in the first instance or of subsequent appeals to the Appellate Tax Board makes necessary a daily conference between members of the Board of Review, assistant assessors in the field and deputy assessors, so that a collaborated opinion of fair valuation may be arrived at to justify abatements granted. General clerical services are performed for the Board of Review and record made of abatements allowed by the Board and by the Appellate Tax Board.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
16	\$75,000 00	\$20,015 00	\$3,000 00	\$98,015 00

Personal Services: Chairman and 2 Members of Board of Review, Supervisor of Files and Appeals, Chief Abatement Clerk, and 11 Clerical Employees.

Contractual Services: Servicing office equipment, \$15.00; professional appraisal services and expert testimony before Appellate Tax Board, \$20,000.00.

Supplies and Materials: Forms, cards, and stationery, \$3,000.00.

5. PREPARATION OF TAX BILLS AND COLLECTOR'S COMMITMENTS

Computes and prepares 105,000 real estate tax bills with tabulating equipment and prints the tax roll; in addition 18,000 personal property, 225,000 auto excise tax, 235,000 poll tax bills, and 55,000 abatement forms are prepared. Prepares 132,000 original field records on real and personal property; punched cards are corrected annually to make ownership and valuations current. Since the operation of the Equalization Survey in 1956, the tabulating division of the department is required to furnish abstracts, in whole or in part, of the real estate punched cards throughout the city together with necessary indices in order to facilitate the survey program.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
24	\$91,000 00	\$9,900 00	\$14,000 00	\$500 00	\$600 00	\$116,000 00

Personal Services: Chief of Tabulating Division, 22 Statistical Machine Operators, and an Office Appliance Maintenance Man. Overhead, \$5,000.00.

Contractual Services: Contract maintenance, \$9,730.00; freight, \$150.00; transportation, \$20.00.

Supplies and Materials: Bill forms, cards and stationery, \$14,000.00.

Current Charges and Obligations: Rental of collator, \$500.00.

Equipment: Motors, \$600.00.

D—PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services	14	\$69,000 00	\$1,775 00	\$2,525 00	\$15 00	\$700 00	\$74,015 00
2. Assessment of Real and Personal Property	80	343,000 00	6,000 00	2,275 00	200 00	—	351,475 00
3. Motor Vehicle Tax Assessment and Adjustment	5	20,000 00	2,700 00	1,000 00	25 00	—	23,725 00
4. Review and Determination of Assessment Appeals	16	75,000 00	20,015 00	3,000 00	—	—	98,015 00
5. Preparation of Tax Bills and Collector's Commitments	24	91,000 00	9,900 00	14,000 00	500 00	600 00	116,000 00
TOTALS	139	\$598,000 00	\$40,390 00	\$22,800 00	\$740 00	\$1,300 00	\$663,235 00

EQUALIZATION SURVEY

1-01-35

It is proposed to continue the equalization survey of all income-producing property in the city, except residential properties of four dwelling units or less.

The services of departmental personnel will be utilized, along with real estate appraisers and the technical director, to carry out the program under the supervision of the Equalization Survey Committee.

The aim of the survey will be to establish relative equality in the assessment of all property falling within the income-producing classification.

A — BUDGET SUMMARY

Group	1956 Expenditure	1957 Appropriations	1958 Budget		Approved
			Requested by Department	Recommended by Mayor	
Special Appropriation: Equalization Survey	\$35,473 18	\$100,000 00	\$163,471 00	\$125,000 00	

COLLECTING DIVISION, TREASURY DEPARTMENT

1-01-37

The Collecting Division of the Treasury Department is responsible for the maintenance of records of taxes, assessments, and claims due the city and for collection of the amounts due. The division has custody of other monies payable to the city or county, and maintains a public information service regarding the tax status of properties.

The amounts collected by the division total over \$185,000,000.00 annually. The Collecting Division also operates a Central Mailing Unit.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services	\$193,585 89	\$203,032 24	\$209,300 00	\$245,952 00	\$220,000 00	
2—Contractual Services	10,041 59	9,665 55	10,250 00	21,383 00	12,027 00	
3—Supplies & Materials	42,687 38	47,060 69	39,150 00	38,949 00	38,166 00	
4—Current Charges & Oblig's	5,759 54	6,667 27	5,898 00	6,288 00	6,163 00	
5—Equipment	920 81	751 85	769 00	849 00	825 00	
TOTALS	\$252,995 21	\$267,177 60	\$265,367 00	\$313,421 00	\$277,181 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958	\$59,640 00
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C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of activities, reconciles tellers' daily receipts with tabulating section reports, provides information service for the public on tax status of properties, operates the Central Mailing Unit, and provides general clerical services.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
5	\$28,000 00	\$342 00	\$413 00	\$3,225 00	\$30 00	\$32,010 00

Personal Services: Assistant Collector-Treasurer, Deputy Collector-Cashier, Head Administrative Clerk, and 2 Clerical Employees.

Contractual Services: Travel to convention of Municipal Finance Officers Association, \$300.00; servicing of calculator, \$42.00.

Supplies and Materials: Forms, cards, and stationery, \$413.00.

Current Charges and Obligations: Premiums on surety bonds, \$3,225.00.

Equipment: Annotated laws, \$30.00.

2. COLLECTION OF TAXES, ASSESSMENTS, AND OTHER CLAIMS

Prepares for mailing real estate, personal, poll, and excise tax bills, demands, and delinquent notices; posts payment to assessed accounts; receives and gives receipts for monies paid to or for the use of the city or county; computes refund due on abatements; prepares daily record of cash receipts on tabulating machine equipment; maintains control accounts; prepares reports of collections and requests for cancellation of automobile registration for nonpayment of excise taxes.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
37	\$178,000 00	\$3,185 00	\$36,952 00	\$2,863 00	\$795 00	\$221,795 00

Personal Services: Performance under this program is divided among the following sections:

Accounting Section: Principal Accountant, Senior Accountant, and Principal Account Clerk.

Deputies Section: Supervising Deputy Collector and 12 Deputy Collectors.

Tellers Section: Head Teller and 5 Tellers.

Abatement Section: Abatement Supervisor and Clerical Employee.

Tabulating Section: Supervisor, Senior, and 5 Statistical Machine Operators.

Motor Vehicle Cancellation Section: 2 Clerical Employees.

Special Assessment Section: Accountant and Principal Account Clerk.

Central Mailing Unit Section: 2 Clerical Employees.

Temporary Employees Section: 7 Statistical Machine Operators for 10 weeks during annual tax rush, \$3,000.00; temporary help for collection of taxes, \$2,000.00.

Overtime Section: Auditing Project, \$3,800.00; during annual tax rush, \$1,200.00. Total, \$5,000.00.

Contractual Services: Maintenance of tabulators, sorters, interpreter and punch machines, \$2,505.00; travel expenses for deputies to ward and outside stations, \$180.00; binding manuscripts, cash books, etc., \$300.00; freight on rented tabulating machines, \$200.00.

Supplies and Materials: Bill forms, cards, and stationery, \$36,786.00; microfilm, etc., \$165.00.

Current Charges and Obligations: Subscriptions, \$140.50; premiums on surety bonds, \$1,355.00; rental of machines, \$1,367.50.

Equipment: City directories and annotated laws, \$730.00; numbering machine, \$35.00; office equipment, \$30.00.

3. ESTABLISHING TAX TITLES ON REAL ESTATE

Prepares city liens on properties for unpaid real estate taxes, prepares tax sale advertisements, and records titles in the Registry of Deeds of properties acquired by the city.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
3	\$14,000 00	\$8,500 00	\$801 00	\$75 00	\$23,376 00

Personal Services: Tax Title Supervisor and 2 Clerical Employees.

Contractual Services: Advertising in *City Record* for tax title takings, \$5,000.00; charges for canceled printing, \$1,000.00; recording at Registry of Deeds, \$2,200.00; typing deeds, \$300.00.

Supplies and Materials: Forms, cards, and stationery, \$801.00.

Current Charges and Obligations: Premiums on surety bonds, \$75.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administrative and General Services .	5	\$28,000 00	\$342 00	\$413 00	\$3,225 00	\$30 00	\$32,010 00
Collection of Taxes, Assessments and Other Claims	37	178,000 00	3,185 00	36,952 00	2,863 00	795 00	221,795 00
Establishing Tax Titles on Real Estate	3	14,000 00	8,500 00	801 00	75 00	—	23,376 00
TOTALS	45	\$220,000 00	\$12,027 00	\$38,166 00	\$6,163 00	\$825 00	\$277,181 00

TREASURY DIVISION, TREASURY DEPARTMENT

1-01-38

The Treasury Division has the responsibility for the care and custody of the current funds of the city and county and for all monies, properties, and securities placed in its charge by any statute, gift, devise, bequest, or deposit, and pay audited bills and demands against the city.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$169,779 19	\$174,954 61	\$178,000 00	\$198,221 00	\$175,600 00	
2—Contractual Services . .	29,609 19	18,638 18	19,275 00	20,849 00	19,275 00	
3—Supplies & Materials . .	13,582 39	15,004 95	12,550 00	14,050 00	12,550 00	
4—Current Charges & Oblig's	10,532 81	9,611 72	9,582 00	10,419 00	10,419 00	
5—Equipment	2,367 76	—	300 00	5,476 00	1,346 00	
TOTALS	\$225,871 34	\$218,209 46	\$219,707 00	\$249,015 00	\$219,190 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958 \$200 00

C — PROGRAMS

1. ADMINISTRATIVE, ACCOUNTING, AND GENERAL SERVICES

General supervision and direction of activities; keeps detailed records of city and county debt accounts, including 205 trust funds totaling \$24,000,000.00 and 27 sinking funds; issues debt of the city; pays interest and redeems debt when due; prepares checks on discount drafts, signs and distributes checks on regular drafts, prepares and distributes checks of soldiers' relief and pension rolls.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
20	\$85,539 00	\$3,125 00	\$2,050 00	\$7,344 00	\$346 00	\$98,404 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Collector-Treasurer and First Assistant.

Bookkeeping Section: Principal Accountant, Senior Accountant, 2 Paymasters, and Principal Clerk.

General Services Section: Head Clerk, Principal Clerk, and 11 Clerical Employees.

Contractual Services: Telegraph services to New York City, \$75.00; servicing of office equipment, \$50.00; travel expenses to New York City \$500.00; cleaning office coats, \$330.00; freight charges, \$20.00; binding records, \$200.00; transporting deposits to bank, \$1,950.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$2,000.00; wrapping paper and twine, \$50.00.

Current Charges and Obligations: Dues and subscriptions, \$44.00; safety deposit boxes, \$650.00; premiums on surety bonds, \$1,650.00; robbery and safe burglary policy, \$2,000.00.

Equipment: City directory, bond value tables, investors' service, advance sheets of supplement to General Laws, \$346.00.

2. PAYMENT OF CITY AND COUNTY EMPLOYEES

Receives from City Auditor approximately 1,000,000 payroll checks annually for signature and distribution; 16,000 employees are paid weekly by check; issues checks to paymasters for cash payments to be made, makes payment in cash to 7,000 employees weekly at various locations throughout the city; reconciles payroll deductions with amounts paid to organizations concerned; reconciles 54 accounts of the city.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
13	\$63,209 00	\$16,000 00	\$6,300 00	\$2,725 00	\$1,000 00	\$89,234 00

Personal Services: Performance under this program is divided among the following sections:

Payroll Section: Principal Accountant, County Paymaster, Senior Accountant, 5 Paymasters, and a Clerk.

Account Reconciliation Section: Principal Accountant, Principal Account Clerk, and 2 Clerical Employees.

Contractual Services: Servicing of office equipment, \$100.00; transportation for paymasters, \$14,000.00; delivery of funds to paymasters \$1,900.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$6,300.00.

Current Charges and Obligations: Robbery and burglary insurance, \$1,300.00; premiums on surety bonds, \$1,425.00.

Equipment: 150 metal check files, \$1,000.00.

3. PAYMENT OF OTHER CITY AND COUNTY OBLIGATIONS

Prepares checks and makes delivery over-the-counter for payment of special drafts, refunds and court executions; receives coupons from banks and issues checks in payment thereof; maintains interest accounts and prepares checks on interest bonds.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
3	\$14,713 00	\$100 00	\$3,700 00	\$250 00	\$18,763 00

Personal Services: Head Bond and Interest Teller, Paymaster, and Principal Account Clerk.

Contractual Services: Servicing of office equipment, \$100.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$3,700.00.

Current Charges and Obligations: Premiums on surety bonds, \$250.00.

4. CONTROL OF TAX TITLE PROPERTIES

Establishes accounts for land advertised for sale for delinquent taxes, keeps record of foreclosed property, receives payments on tax title properties and sale of foreclosed parcels. Approximately 4,300 tax title and 3,000 foreclosed accounts maintained and 4,800 payments posted annually.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
3	\$12,139 00	\$50 00	\$500 00	\$100 00	\$12,789 00

Personal Services: Second Assistant Deputy Collector-Treasurer, and 2 Tax Title Tellers.

Contractual Services: Servicing of office equipment, \$50.00.

Supplies and Materials: Postage, cards, forms, and stationery, \$500.00.

Current Charges and Obligations: Premiums on surety bonds, \$100.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administrative, Accounting and General Services	20	\$85,539 00	\$3,125 00	\$2,050 00	\$10,419 00	\$346 00	\$98,404 00
Payment of City and County Employees	13	63,209 00	16,000 00	6,300 00	2,725 00	1,000 00	89,234 00
Payment of Other City and County Obligations	3	14,713 00	100 00	3,700 00	250 00	—	18,763 00
Control of Tax Title Properties	3	12,139 00	50 00	500 00	100 00	—	12,789 00
TOTALS	39	\$175,600 00	\$19,275 00	\$12,550 00	\$10,419 00	\$1,346 00	\$219,190 00

BOARD OF COMMISSIONERS OF SINKING FUNDS, TREASURY DEPARTMENT

1-01-39

The Board of Commissioners of Sinking Funds, consisting of six unpaid members, two of whom are appointed annually by the Mayor for a term of three years, is charged with the responsibility for the investment and reinvestment of funds deposited in sinking funds to provide for the redemption of city debt.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$2,179 11	\$2,199 96	\$2,200 00	\$2,200 00	\$2,200 00	
3—Supplies & Materials . .	360 00	328 00	400 00	400 00	400 00	
4—Current Charges & Oblig's	150 00	150 00	150 00	150 00	150 00	
TOTALS . . .	\$2,689 11	\$2,677 96	\$2,750 00	\$2,750 00	\$2,750 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958 None

C — PROGRAMS

1. SUPERVISING INVESTMENT OF SINKING FUNDS

Personal Services No.	Amount	Supplies Materials	Current Charges	Total
2	\$2,200 00	\$400 00	\$150 00	\$2,750 00

Personal Services: Collector-Treasurer, First Assistant Collector-Treasurer.

Supplies and Materials: Forms and stationery, \$400.00.

Current Charges and Obligations: Rent of safety deposit vault for securities, \$150.00.

ADMINISTRATIVE SERVICES DEPARTMENT

1-01-40

The Administrative Services Department represents a combination of the key management functions of budget, personnel, purchasing, and financial administration. It is under the charge of a board, called the Administrative Services Board, consisting of the Director of Administrative Services as chairman, Supervisor of Budgets, the Supervisor of Personnel, the Purchasing Agent, and the Collector-Treasurer and City Auditor and Assessor of Taxes, ex officio. It is the duty of the Board to make, under the Mayor, studies and recommendations with respect to the organization, activities, policies, and procedures of all departments, boards, and officers so that the administration thereof shall be economical and efficient.

The department's activities are carried on by eight divisions, and a summary of the divisional appropriations is given below:

Title	1955 Expenditures		1956 Expenditures		1957 Appropriations	1958 Budget		Approved
						Requested by Department	Recommended by Mayor	
Administrative Division	\$46,574	31	\$36,723	88	\$40,588 00	\$55,257 00	\$55,257 00	
Personnel Division	43,209	27	45,593	21	48,714 00	52,544 00	50,998 00	
Purchasing Division	131,089	99	135,000	31	138,605 00	149,093 00	146,605 00	
Budget Division	45,445	16	53,662	30	61,310 00	65,348 00	63,422 00	
Printing Section, Purchasing Division	776,150	86	855,413	14	735,713 00	738,448 00	698,403 00	
Office Supplies Account, Pur- chasing Division, Printing Section	14,048	97	12,842	60	13,000 00	15,000 00	14,000 00	
Commission	2,112	62	1,046	30	1,500 00	6,037 00	3,537 00	
Complaints Division	13,827	90	13,417	10	8,702 00	9,990 00	9,217 00	
TOTALS	\$1,072,459	08	\$1,153,698	84	\$1,048,132 00	\$1,091,717 00	\$1,041,439 00	

The foregoing divisional statistics are combined in the following summary by objects of expenditure:

A — BUDGET SUMMARY

Group	1955 Expenditures		1956 Expenditures		1957 Appropriations	1958 Budget		Approved
						Requested by Department	Recommended by Mayor	
Personal Services	\$772,662	18	\$838,236	17	\$816,344 00	\$859,847 00	\$817,524 00	
Contractual Services	138,905	54	159,723	61	90,723 00	88,250 00	82,550 00	
Supplies and Materials	143,631	16	136,435	22	118,955 00	122,430 00	121,205 00	
Current Charges & Oblig's	2,446	32	4,608	35	8,205 00	5,085 00	5,055 00	
Equipment	764	91	1,852	89	905 00	1,105 00	1,105 00	
Special Appropriations	14,048	97	12,842	60	13,000 00	15,000 00	14,000 00	
TOTALS	\$1,072,459	08	\$1,153,698	84	\$1,048,132 00	\$1,091,717 00	\$1,041,439 00	

In the pages that follow the detail applicable to each of the eight divisions of the department is presented.

ADMINISTRATIVE DIVISION, ADMINISTRATIVE SERVICES DEPARTMENT

1-01-41

This division surveys and studies departmental activities and procedures and sets forth its findings and recommendations in reports and bulletins. The Director reviews all personnel proposals submitted by heads of departments, and decisions are final except when the Mayor orders otherwise in writing.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approv
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$29,541 54	\$32,749 92	\$39,000 00	\$52,669 00	\$52,669 00	
2—Contractual Services . .	16,888 39	3,643 03	1,250 00	1,250 00	1,250 00	
3—Supplies & Materials . .	99 88	217 43	250 00	1,250 00	1,250 00	
4—Current Charges & Oblig's	37 00	30 00	38 00	38 00	38 00	
5—Equipment	7 50	83 50	50 00	50 00	50 00	
TOTALS	\$46,574 31	\$36,723 88	\$40,588 00	\$55,257 00	\$55,257 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958 None

C — PROGRAM

1. SUPERVISION AND CONDUCT OF DEPARTMENTAL SURVEYS AND STUDIES

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
8	\$52,669 00	\$1,250 00	\$1,250 00	\$38 00	\$50 00	\$55,257 00

Personal Services: Director, Administrative Secretary, Head Administrative Clerk, Senior Administrative Analyst, 2 Administrative Analysts, Principal Clerk and Secretary and Clerk.
Contractual Services: Travel expenses, U. S. Conference of Mayors and Municipal Finance Officers Association, \$1,000.00; mimeographing reports, \$250.00.
Supplies and Materials: Postage, forms, cards, and stationery, \$1,250.00.
Current Charges and Obligations: Association dues, \$38.00.
Equipment: Library books, \$50.00.

PERSONNEL DIVISION, ADMINISTRATIVE SERVICES DEPARTMENT

1-01-42

This division administers the compensation plans established for city and county employees, maintains complete personnel records, and makes recommendations designed to improve and coordinate the handling of personnel matters.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
Personal Services . . .	\$41,542 17	\$45,064 14	\$48,000 00	\$51,625 00	\$50,184 00	
Contractual Services . .	1,204 92	202 25	450 00	450 00	350 00	
Supplies & Materials . .	378 82	267 25	200 00	400 00	400 00	
Current Charges & Oblig's	34 00	14 00	39 00	44 00	39 00	
Equipment	49 36	45 57	25 00	25 00	25 00	
TOTALS	\$43,209 27	\$45,593 21	\$48,714 00	\$52,544 00	\$50,998 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958 None

C — PROGRAM

I. MAINTENANCE OF PERSONNEL RECORDS AND CONTROLS

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
10	\$50,184 00	\$350 00	\$400 00	\$39 00	\$25 00	\$50,998 00

Personal Services: Supervisor of Personnel, Assistant Supervisor of Personnel, Principal Clerk and Secretary, 5 Principal Clerks, 2 Clerical Employees. Temporary Employees, \$1,000.00. Overtime, \$1,000.00.

Contractual Services: Travel expenses to convention, \$300.00; mimeographing service, \$50.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$400.00.

Current Charges and Obligations: Dues and subscriptions, \$39.00.

Equipment: Library books, \$25.00.

PURCHASING DIVISION, ADMINISTRATIVE SERVICES DEPARTMENT

1-01-43

It is the function of the Purchasing Division to furnish materials, supplies, and equipment to the various city departments upon receipt of requisitions from departments. Approximately 20,000 requisitions are received each year which when processed, involve the issuance of 30,000 purchase orders and the disbursement of some \$10,000,000.00.

The division also supplies the printing and binding requirements of city departments and in the course of a year will process 5,000 requisitions of this type.

It is the responsibility of the Purchasing Division to make certain that the materials, supplies, and equipment orders are delivered in accordance with specifications. The repair and servicing of office equipment and the refinishing of office furniture is also performed by this department.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approv
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$119,298 17	\$122,646 17	\$125,500 00	\$134,713 00	\$134,000 00	
2—Contractual Services . . .	5,391 34	5,913 22	6,650 00	6,700 00	5,700 00	
3—Supplies & Materials . . .	5,283 43	5,235 89	5,250 00	6,250 00	5,500 00	
4—Current Charges & Oblig's	981 00	976 00	975 00	1,000 00	975 00	
5—Equipment	136 05	229 03	230 00	430 00	430 00	
TOTALS	\$131,089 99	\$135,000 31	\$138,605 00	\$149,093 00	\$146,605 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958 None

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Provides administrative supervision and is responsible for computing requisitions after processing by the buying units and for the typing and mailing of purchase orders, requests for quotations, cancellations, standard invoices, and other documents. Statistics are compiled and departmental files are maintained.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
10	\$44,680 00	\$1,200 00	\$1,800 00	\$875 00	\$80 00	\$48,635 00

Personal Services: Purchasing Agent, Assistant Purchasing Agent, Principal Clerk and Secretary, and 7 Clerical Employees.

Contractual Services: Convention travel, \$200.00; advertising and posting, \$1,000.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$1,800.00.

Current Charges and Obligations: Dues and subscriptions, \$875.00.

Equipment: Library books, \$80.00.

2. PROCUREMENT OF SUPPLIES, MATERIALS, AND EQUIPMENT

Responsible for buying the commodities requisitioned by means of public advertising for sealed bids, informal written quotations, and telephone inquiries; and for the preparation of all public advertisements and proposals; the receipt and opening of sealed bids and the drafting of contracts entered into by the city with vendors; also is responsible for the inspection of commodities purchased, both at vendor's place of business and at the city delivery point. The services of the United States Department of Agriculture, Inspection Division, are utilized in the inspection of fresh fruit and vegetables, meat, poultry, and eggs.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
17	\$80,928 00	\$3,475 00	\$2,800 00	\$100 00	\$220 00	\$87,523 00

Personal Services: 9 Buyers, 4 Assistant Buyers, Senior Legal Assistant, 3 Clerical Employees.

Contractual Services: Servicing of office equipment, \$75.00; use of Department of Agriculture car for inspection of meats, fruits, and vegetables, \$400.00; mimeographing and duplicating services, \$1,000.00; testing supplies, including coal, oil, tea, coffee, etc., \$2,000.00.

Supplies and Materials: Postage, forms, stationery, \$2,800.00;

Current Charges and Obligations: Periodical and newspaper subscriptions, \$100.00.

Equipment: Library books, \$20.00; adding machine, \$200.00.

3. REPAIR AND SERVICING OF OFFICE EQUIPMENT AND SURPLUS PROPERTY

Provides servicing and repairs of office equipment and the refinishing of office furniture for all city and county departments.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
2	\$8,392 00	\$1,025 00	\$900 00	\$130 00	\$10,447 00

Personal Services: 2 Typewriter Technicians and Inspectors.

Contractual Services: Servicing of equipment, \$25.00; services for refinishing surplus property, \$1,000.00.

Supplies and Materials: Repair parts for typewriters, \$500.00; postage, forms, cards, and stationery, \$400.00.

Equipment: Library books, \$130.00.

D — PROGRAM SUMMARY

Program	Personal No.	Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administrative and General Services	10	\$44,680 00	\$1,200 00	\$1,800 00	\$875 00	\$80 00	\$48,635 00
Procurement of Supplies, Materials and Equipment	17	80,928 00	3,475 00	2,800 00	100 00	220 00	87,523 00
Repair and Servicing of Office Equipment and Surplus Property	2	8,392 00	1,025 00	900 00	—	130 00	10,447 00
TOTALS	29	\$134,000 00	\$5,700 00	\$5,500 00	\$975 00	\$430 00	\$146,605 00

BUDGET DIVISION, ADMINISTRATIVE SERVICES DEPARTMENT

1-01-44

This division is responsible for the preparation of the annual and all supplementary budgets as well as all subsequent revisions of the items in any budget. Contacts are maintained through field visits to all departments. Organization methods studies are made and assistance given the departments in the installation of improved procedures.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
Personal Services	\$43,896 27	\$52,562 83	\$59,410 00	\$63,448 00	\$61,522 00	
Contractual Services	576 73	420 30	900 00	900 00	900 00	
Supplies & Materials	972 16	607 17	1,000 00	1,000 00	1,000 00	
Equipment	—	72 00	—	—	—	
TOTALS	\$45,445 16	\$53,662 30	\$61,310 00	\$65,348 00	\$63,422 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958 None

C — PROGRAM

1. REVIEW AND ANALYSIS OF BUDGETARY NEEDS AND REQUIREMENTS

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
11	\$61,522 00	\$900 00	\$1,000 00	\$63,422 00

Personal Services: Supervisor of Budgets, Principal Budget Analyst, 4 Senior Budget Analysts, 3 Budget Analysts, Accountant and Principal Clerk and Stenographer. Overtime, \$2,000.00.

Contractual Services: Carfares and mileage for Budget Analysts for visiting various departments, \$600.00; attendance at Municipal Finance Officers Association Convention, \$300.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$1,000.00.

PRINTING SECTION, PURCHASING DIVISION, ADMINISTRATIVE SERVICES DEPARTMENT

1-01-45

The Printing Plant, which is a section of the Purchasing Division, supplies all printing, binding, stationery, and office supplies used by city departments. It occupies its own building, containing approximately 45,000 square feet of floor space. The Purchasing Agent is in charge of plant operations and is responsible for the standardization of all printing and binding.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$524,295 73	\$571,274 26	\$535,500 00	\$547,170 00	\$509,500 00	
2—Contractual Services . .	113,767 66	149,544 81	81,010 00	73,950 00	71,850 00	
3—Supplies & Materials . .	136,126 15	129,582 93	111,450 00	112,725 00	112,450 00	
4—Current Charges & Oblig's	1,389 32	3,588 35	7,153 00	4,003 00	4,003 00	
5—Equipment	572 00	1,422 79	600 00	600 00	600 00	
TOTALS	\$776,150 86	\$855,413 14	\$735,713 00	\$738,448 00	\$698,403 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958 \$700,500 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Provides administrative supervision and general financial and clerical services; prepares payrolls; prepares estimates on job costs; maintains a central supply of office supplies for use throughout the city; provides for the maintenance and preservation of plant property.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
10	\$45,000 00	\$4,925 00	\$7,840 00	\$3 00	\$100 00	\$57,868 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Administrative Assistant, Printing; General Foreman of Printing Production.

General Services Section: Head Clerk, Principal Account Clerk, 3 Clerical Employees.

Building Maintenance Unit: 3 Laborers.

Contractual Services: Telephone service, \$1,500.00; fireroom repairs, boilers, oil burners, and vacuum pumps, \$1,300.00; plumbing repairs, \$200.00; painting building inside and out, \$700.00; elevator repairs, \$300.00; servicing of office equipment, \$100.00; carfares, \$10.00; cleaning service, \$383.00; elevator inspection, \$132.00; freight charges, \$300.00.

Supplies and Materials: Fuel oil, \$7,000.00; custodial supplies, \$500.00; postage, forms, cards, and stationery, \$200.00; miscellaneous supplies and materials, \$140.00.

Current Charges and Obligations: Truck registration, \$3.00.

Equipment: Library books, \$100.00.

2. PREPARATION OF TYPE AND PLATES

Sets type by machine, using both monotype and linotype machines. Material which cannot be set by machine is prepared by hand composition. The proofreading unit marks copy for editorial changes, and marks typographical errors on proofs. The section operates sixteen monotype keyboards, ten monotype casting machines, six linotype machines, and other related equipment.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
50	\$250,250 00	\$2,550 00	\$1,700 00	\$150 00	\$250 00	\$254,900 00

Personal Services: Performance under this program is divided among the following sections:

Book Composing Unit: Working Foreman, Printing Section; Head Stoneman, 8 Compositors, Compositor Stoneman.

Job Composing Unit: Working Foreman, Printing Section; Head Stoneman, Head Linotype Operator, 9 Compositors, 3 Linotype Operators.

Casting Room: Head Monotype Caster Operator, 3 Monotype Caster Operators; Laborer, Printing Service.

Monotype Keyboard Unit: Foreman Monotype Typesetting Department, 8 Monotype Keyboard Operators.

Proofreading Unit: Head Proofreader, 5 Proofreaders, 4 Copyholders.

Temporary Employees, \$2,000. Overtime \$250.00.

Contractual Services: Gas and electricity, \$2,300.00; minor repairs, \$250.00.

Supplies and Materials: Repair parts for equipment, \$1,700.00.

Current Charges and Obligations: Matrix rentals, \$150.00.

Equipment: Emergency replacements of equipment, \$250.00.

3. PRODUCTION OF PRINTED MATTER

Responsible for operating the presses, binding, and completing all print jobs. The section operates 21 presses, 2 cutters, 2 folding machines, punching machine, drill press, and round corner machine.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
23	\$111,050 00	\$6,075 00	\$560 00	\$250 00	\$117,935 00

Personal Services: Performance under this program is divided among the following sections:

Cylinder Pressroom: Foreman Pressroom, Working Foreman Cylinder Pressroom, 6 Cylinder Pressmen, 2 Cylinder Pressmen Apprentices, 2 Cylinder Pressfeeders.

Job Pressroom: Head Job Pressman, 4 Job Pressmen, Multilith Press Operator.

Bindery: Sheet Stockman, 2 Bookbinders, 2 Bookbinders and Cutters.

Temporary Employees, \$4,800.00; Overtime, \$250.00.

Contractual Services: Gas and Electricity, \$3,700.00; minor repairs, \$250.00; repairs and servicing of equipment, \$2,125.00.

Supplies and Materials: Repair parts for equipment, \$560.00.

Equipment: Emergency replacements of equipment, \$250.00.

4. PROCUREMENT OF MATERIALS AND SERVICES INVOLVED IN PRODUCTION

Requisitions and distributes printing materials and services necessary for the completion of work; assigns jobs for processing, and checks progress of production. Responsible for supervision of activities necessary for shipping and delivery of printing and office supplies to the city and county departments; maintains stockroom and perpetual stock inventory records for printing papers.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
7	\$30,000 00	\$54,175 00	\$100,050 00	\$184,225 00

Personal Services: Performance under this program is divided among the following sections:

Job Processing: Printing Production Analyst, Assistant Printing Production Analyst, Senior Clerk and Typist.

Storeroom: Sheet Stockman.

Shipping and Delivery: Storeroom Helper, Cylinder Pressfeeder, Motor Equipment Operator and Laborer.

Contractual Services: Outside services to complete manufacture; ruling, \$10,000.00; binding, \$25,000.00; electros, cuts, and engravings, \$4,000.00; servicing of equipment, \$75.00; outside composition, \$500.00; relief printing, \$1,100.00; diestamping, \$2,500.00; other outside printing, \$10,000.00; silk screen process, \$1,000.00.

Supplies and Materials: Paper stock and envelopes, \$60,000.00; printing inks, \$800.00; postage stock, \$39,000.00; gasoline and oil for delivery truck, \$250.00.

5. ADDRESSOGRAPH SECTION

Maintains library of 500,000 Addressograph plates for residents of Boston over 20 years of age. Operates fifteen machines necessary for the production of the Annual List of Residents, the Voting List, and the Police List; and the preparation of tax bills and corresponding lists for collections.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
12	\$73,200 00	\$4,125 00	\$2,300 00	\$3,850 00	\$83,475 00

Personal Services: Supervisor Addressograph Section, 2 Working Foremen, Printing Section; 2 Compositors, Monotype Keyboard Operator, 8 Compositor Apprentices.

Temporary Employees, \$8,200.00.

Contractual Services: Gas and electricity, \$2,000.00; repairs and servicing of equipment, \$2,125.00.

Supplies and Materials: Repair parts for equipment, \$300.00; general operating expenses, \$2,000.00.

Current Charges and Obligations: Rental of 6 Addressographic Perforators, \$3,850.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administrative and General Services	10	\$45,000 00	\$4,925 00	\$7,840 00	\$3 00	100 00	\$57,868 00
Preparation of Type and Plates	50	250,250 00	2,550 00	1,700 00	150 00	250 00	254,900 00
Production of Printed Matter	23	111,050 00	6,075 00	560 00	—	250 00	117,935 00
Procurement of Materials and Services							
Involved in Production	7	30,000 00	54,175 00	100,050 00	—	—	184,225 00
Addressograph Section	14	73,200 00	4,125 00	2,300 00	3,850 00	—	83,475 00
TOTALS	104	\$509,500 00	\$71,850 00	\$112,450 00	\$4,003 00	\$600 00	\$698,403 00

OFFICE SUPPLIES ACCOUNT, PURCHASING DIVISION, ADMINISTRATIVE SERVICES DEPARTMENT

1-01-46

City departments make use collectively of many standard items of office supplies. If purchased from outside supplies as individual departmental requisitions are submitted, the city will pay maximum prices. If, however, the total of annual purchases by all departments is calculated and included in a proposal for competitive bids, substantial savings will be secured. This appropriation will permit the Purchasing Agent to secure, after public advertising, a year's supply of various items of office supplies and store them in the Printing Section for issuance as individual departmental requisitions are received.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	Requested by Department	1958 Budget		Approval
					Recommended by Mayor		
Special Appropriations: Office Supplies Account, Purchasing Division, Administrative Services Department	\$14,048 97	\$12,842 60	\$13,000 00	\$15,000 00	\$14,000 00		

ART COMMISSION, ADMINISTRATIVE SERVICES DEPARTMENT

1-01-47

The Art Commission has custody and care of all works of art owned by the city. No work of art can be accepted by the city or erected or placed in any public area without the approval of the Commission. The Commission is also responsible for the upkeep of monuments in public squares and the care of existing paintings owned by the city.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	Requested by Department	1958 Budget		Approval
					Recommended by Mayor		
1—Personal Services . . .	\$1,032 00	\$1,032 00	\$1,032 00	\$1,032 00	\$1,032 00		
2—Contractual Services . .	1,070 12	—	463 00	5,000 00	2,500 00		
3—Supplies & Materials . .	5 50	14 30	5 00	5 00	5 00		
4—Current Charges & Oblig's	5 00	—	—	—	—		
TOTALS	\$2,112 62	\$1,046 30	\$1,500 00	\$6,037 00	\$3,537 00		

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958 None

C — PROGRAM

1. CUSTODY AND CARE OF WORKS OF ART

Personal Services No.	Contractual Services	Supplies Materials	Total
1	\$2,500 00	\$5 00	\$3,537 00

Personal Services: Clerk.

Contractual Services: For the purpose of cleaning and repair of markers and monuments during the year, \$2,500.00.

Supplies and Materials: Postage and office supplies, \$5.00.

COMPLAINTS DIVISION, ADMINISTRATIVE SERVICES DEPARTMENT

1-01-48

The Complaints Division investigates and follows up all complaints received from citizens and taxpayers. When action has been taken by the department or agency involved, notice is sent to the complainant. Approximately 50 complaints are processed daily.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
-Personal Services . . .	\$13,056 30	\$12,906 85	\$7,902 00	\$9,190 00	\$8,617 00	
-Contractual Services . .	6 38	—	—	—	—	
-Supplies & Materials . .	765 22	510 25	800 00	800 00	600 00	
-Equipment	—	—	—	—	—	
TOTALS	\$13,827 90	\$13,417 10	\$8,702 00	\$9,990 00	\$9,217 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958 None

C — PROGRAM

1. PROCESSING OF COMPLAINTS

Personal Services No.	Amount	Supplies Materials	Total
2	\$8,617 00	\$600 00	\$9,217 00

Personal Services: Head Clerk and Senior Clerk.

Supplies and Materials: Postage, forms, cards, and stationery, \$600.00.

LAW DEPARTMENT

1-01-51

The Law Department has general charge of the legal work of the city, represents the City of Boston and County of Suffolk and their employees in all litigation to which it is a party, prosecutes certain criminal proceedings, does the conveyancing work for the various municipal departments, performs the legal work incidental to tax foreclosures, prepares and approves all municipal contracts and bonds, furnishes legal opinions to the Mayor and the City Council and to various department heads and city and county officials, including the School Committee, on matters relating to the discharge of their official duties, prepares petitions for and drafts legislation in which the city has an interest, and appears and represents the city before the various committees of Legislature, before other boards, commissions, and administrative agencies including the Interstate Commerce Commission, Civil Aeronautics Board, and other federal agencies, the Appellate Tax Board, Industrial Accident Board, and the Department of Public Utilities.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$322,714 17	\$332,002 68	\$335,500 00	\$356,061 00	\$340,240 00	
2—Contractual Services . . .	70,001 19	66,150 11	56,700 00	63,149 00	54,724 00	
3—Supplies & Materials . . .	5,166 26	4,912 49	4,940 00	4,500 00	4,450 00	
4—Current Charges & Oblig's	1,485 00	1,477 25	1,757 00	1,645 00	1,645 00	
5—Equipment	912 37	837 97	1,540 00	1,545 00	1,545 00	
TOTALS	\$400,278 99	\$405,380 50	\$400,437 00	\$426,900 00	\$402,604 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958 None

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

The Corporation Counsel is in charge of the department, and has general supervision and direction of department activities.

The General Services Division under his direction provides the clerical and stenographic services for the department, prepares the budget estimates and maintains appropriation and expenditure records, processes and distributes supplies and equipment, prepares all bills for payment, and handles cash in connection with payment of witness fees and travel expenditures of employees.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
19	\$87,240 00	\$16,624 00	\$1,070 00	\$940 00	\$1,115 00	\$106,989 00

Personal Services: Corporation Counsel, Head Administrative Clerk, Head Clerk, 2 Assistant Head Clerks, and 14 Clerical Employees. Temporal Employee, \$240.00.

Contractual Services: Telephone service, \$5,700.00; towel service, \$174.00; servicing of office equipment, \$50.00; legal services, \$10,000.00; printing and binding, \$700.00.

Supplies and Materials: Household supplies, \$50.00; postage, forms, cards, and stationery, \$1,020.00.

Current Charges and Obligations: Dues and subscriptions, \$800.00; premium on surety bond, \$10.00; rental of water cooler and Westinghouse clock, \$130.00.

Equipment: Library books, \$900.00; typewriter, \$215.00.

2. COUNSELING AND MISCELLANEOUS LITIGATION DIVISION

This division handles legislation, conveyancing, contracts and opinion services of the department. It also furnishes the personnel engaged in special litigation.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
12	\$71,000 00	\$875 00	\$305 00	\$72,680 00

Personal Services: In charge of Division: Assistant Corporation Counsel.

Performance under this program is divided among the following sections:

Conveyancing Section: Assistant Corporation Counsel, Legal Assistant, and Title Examiner.

Opinion Section: Chief Legal Assistant.

Contract Section: 2 Assistant Corporation Counsel.

Legislative Section: Assistant Corporation Counsel.

Special Litigation Section: 4 Assistant Corporation Counsel.

Contractual Services: Travel expenses, \$300.00; employment of court stenographers, \$175.00; printing and binding, \$400.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$805.00.

3. GENERAL TRIAL DIVISION

The General Trial Division is charged with the investigation, preparation, trial, and settlement of all matters in the Courts of the Commonwealth, and before the Appellate Tax Board, other than the cases handled by the Counseling and Miscellaneous Litigation Division.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
21	\$109,000 00	\$20,925 00	\$1,385 00	\$705 00	\$132,015 00

Personal Services: In charge of Division: Assistant Corporation Counsel.

Performance under this program is divided among the following sections:

General Litigation Section: 7 Assistant Corporation Counsel, and Principal Law Clerk.

Appellate Tax Section: 4 Assistant Corporation Counsel.

Investigating Section: Chief Claims Investigator, 3 Claim Investigators, 3 Constables, and Clerical Employee.

Contractual Services: Transportation and payment of witness fees, \$3,200.00; photography, \$5,000.00; appraisal services, \$2,000.00; medical services, \$8,000.00; public stenographers, \$425.00; printing and binding, \$700.00; court stenographers, \$1,600.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$1,385.00.

Current Charges and Obligations: Dues and subscriptions, \$705.00.

4. COLLECTION DIVISION

This division is charged with the collection of taxes, debts and claims owed to the city by others, and handles such matters as tax title foreclosure proceedings, the enforcement of old age assistance and similar lines, actions of contract to cover bills for hospital and other services rendered by the city, actions of tort for damages to municipal property (generally done by motor vehicles), petitions against the Commonwealth and other municipalities for reimbursement for welfare to recipients not having a Boston settlement, proceedings against bankruptcy trustees, assignees for the benefit of creditors and the like, and proceedings against estates liable for abatements to decedent during his or her lifetime.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
15	\$73,000 00	\$16,300 00	\$1,190 00	\$430 00	\$90,920 00

Personal Services: In charge of Division: Assistant Corporation Counsel.

Performance under this program is divided among the following sections:

General Collection Section: 5 Assistant Corporation Counsel.

Tax Title Section: Assistant Corporation Counsel, Senior Legal Assistant, 5 Legal Assistants, Senior Law Clerk and Investigator, and Clerk.

Contractual Services: Advertising \$300.00; recording fees, writs, service of processes and witness fees, \$16,000.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$1,190.00.

Equipment: Typewriters, \$430.00.

D—PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administrative and General Services	19	\$87,240 00	\$16,624 00	\$1,070 00	\$940 00	\$1,115 00	\$106,989 00
Counseling and Miscellaneous Litigation Division	12	71,000 00	875 00	805 00	—	—	72,680 00
General Trial Division	21	109,000 00	20,925 00	1,385 00	705 00	—	132,015 00
Collection Division	15	73,000 00	16,300 00	1,190 00	—	430 00	90,920 00
TOTALS	67	\$340,240 00	\$54,724 00	\$4,450 00	\$1,645 00	\$1,545 00	\$402,604 00

CITY CLERK DEPARTMENT

1-01-61

The City Clerk is elected by the City Council for the term of three years and has the care and custody of all record documents, maps, plans, and papers of the city for which no other department is responsible. He attends all meetings of the City Council and maintains records of such meetings.

A—BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approv
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$74,981 31	\$76,639 96	\$77,522 00	\$81,662 00	\$81,662 00	
2—Contractual Services . . .	5,000 11	4,017 78	5,340 00	5,505 00	5,440 00	
3—Supplies & Materials . . .	5,689 58	5,395 17	6,000 00	6,325 00	6,125 00	
4—Current Charges & Oblig's	191 50	167 50	168 00	180 00	180 00	
5—Equipment	207 50	167 50	200 00	230 00	180 00	
TOTALS	\$86,070 00	\$86,387 91	\$89,230 00	\$93,902 00	\$93,587 00	

B—DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958 \$75,800 00

C—PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities. Provides clerical and stenographic services, and prepares the official records of the city, containing all messages of the Mayor and orders, resolutions, and votes passed adopted by the City Council. Claims for damages due to defects in the streets and damage to property incurred by employees of the instrumentalities of the city are processed, subcontractors' liens recorded, and venires of jurors drawn by the City Council prepared.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
4	\$25,599 00	\$3,565 00	\$300 00	\$160 00	\$180 00	\$29,804 00

Personal Services: City Clerk, Assistant City Clerk, 2 Principal Clerks.

Contractual Services: Attendance at conventions, \$365.00; advertising of elections, ordinances, and public hearings, \$3,000.00; binding, \$200.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$300.00.

Current Charges and Obligations: Rental of a mail box, \$10.00; subscriptions, \$103.00; premium on surety bonds, \$35.00; for commission notary public, \$12.00.

Equipment: Library books, \$180.00.

2. RECORDING, FILING OF LEGAL DOCUMENTS, AND ISSUANCE OF LICENSES

Responsible for the receiving, filing, or recording annually of approximately 26,000 documents, including personal property mortgages, business name certificates, married women's business certificates, assignments of wages, and other related documents or papers required by statute to be filed or recorded. This involves the receipt of the proper recording or filing fees, card indexing the documents, preparation of the documents for recording by the photographic and microphotographing process, and the subsequent preparation of the record books and indices for binding.

Sunday bowling licenses, commercial and family use shellfish permits, newsboys and bootblack licenses, and various other licenses are issued.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
13	\$56,063 00	\$1,875 00	\$5,825 00	\$20 00	—	\$63,783 00

Personal Services: Head Administrative Clerk, 2 Head Clerks, and 10 Clerical Employees.

Contractual Services: Servicing of office equipment, \$75.00; printing, binding, and ruling of records of mortgages, \$1,800.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$1,125.00; photographic paper, chemicals, and lamps, \$4,700.00.

Current Charges and Obligations: Premium on surety bonds, \$20.00.

D—PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services . . .	4	\$25,599 00	\$3,565 00	\$300 00	\$160 00	\$180 00	\$29,804
2. Recording, Filing of Legal Documents, and Issuance of Licenses	13	56,063 00	1,875 00	5,825 00	20 00	—	63,783
TOTALS	17	\$81,662 00	\$5,440 00	\$6,125 00	\$180 00	\$180 00	\$93,587

CITY DOCUMENTS

1-01-62

The cost of printing and binding the annual reports of city departments, and other publications ordered printed by City Council or Mayor, is provided for by this appropriation.

A—BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	Requested by Department	1958 Budget		Approved
					Recommended by Mayor		
Contractual Services . . .	\$40,902 75	\$39,963 21	\$41,000 00	\$41,000 00	\$41,000 00		

B—DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958 None

C—PROGRAM

1. PRINTING AND BINDING OF CITY DOCUMENTS

Contractual Services: Printing and binding of City Documents, \$41,000.00.

PLANNING

1-01-70

The planning activities of the city are carried on by the City Planning Board and the Board of Zoning Adjustment. The department's activities are carried on by two divisions, and a summary of the divisional appropriations is given below:

Title	1955 Expenditures	1956 Expenditures	1957 Appropriations	Requested by Department	1958 Budget		Approved
					Recommended by Mayor		
City Planning Board . . .	\$84,357 79	\$92,758 65	\$125,315 00	\$249,673 00	\$203,747 00		
Board of Zoning Adjustment .	1,692 77	1,834 27	1,760 00	3,170 00	1,960 00		
Zoning Study	21,341 25	1,949 58	—	—	—		
TOTALS	\$107,391 81	\$96,542 50	\$127,075 00	\$252,843 00	\$205,707 00		

The foregoing divisional statistics are combined in the following summary by objects of expenditure:

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	Requested by Department	1958 Budget		Approved
					Recommended by Mayor		
Personal Services . . .	\$92,613 23	\$88,612 43	\$111,060 00	\$209,395 00	\$187,572 00		
Contractual Services . . .	12,987 34	5,780 06	13,675 00	28,780 00	14,475 00		
Supplies & Materials . . .	1,032 36	1,337 23	840 00	3,365 00	1,700 00		
Current Charges & Oblig's	602 08	636 23	760 00	1,055 00	1,055 00		
Equipment	156 80	176 55	740 00	10,248 00	905 00		
TOTALS	\$107,391 81	\$96,542 50	\$127,075 00	\$252,843 00	\$205,707 00		

In the pages that follow the detail applicable to each of the two divisions of the department is presented.

CITY PLANNING BOARD

1-01-71

The City Planning Board has the responsibility of planning for the growth and improvement of the City of Boston. To accomplish this function the Board develops data respecting the resources, possibilities, and needs of the city, and maintains a master plan for land use and improvements. The Board advises city departments regarding the planning of capital projects, and annually prepares a six-year program for capital improvements.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	Requested by Department	1958 Budget	Approval
					Recommended by Mayor	
1—Personal Services . . .	\$79,092 33	\$87,552 43	\$110,000 00	\$208,335 00	\$187,112 00	
2—Contractual Services . .	3,737 95	3,454 49	13,225 00	27,095 00	13,225 00	
3—Supplies & Materials . .	777 63	1,007 00	590 00	2,940 00	1,450 00	
4—Current Charges & Oblig's	597 08	636 23	760 00	1,055 00	1,055 00	
5—Equipment	152 80	108 50	740 00	10,248 00	905 00	
TOTALS	\$84,357 79	\$92,758 65	\$125,315 00	\$249,673 00	\$203,747 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958 None

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General direction and control of the department. Provides general financial and clerical services.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
8	\$48,700 00	\$2,605 00	\$610 00	\$750 00	\$215 00	\$52,880 00

Personal Services: Planning Administrator, Director of Planning, Senior Planner, Head Clerk, and 4 Clerical Employees.

Contractual Services: Telephone service and messenger service, \$125.00; servicing of office equipment, \$80.00; convention travel, \$400.00; printing and binding, \$1,500.00; duplicating service, \$500.00.

Supplies and Materials: Household supplies and materials, \$10.00; postage, forms, cards, and stationery, \$600.00.

Current Charges and Obligations: Dues and subscriptions, \$750.00.

Equipment: Office furniture, \$155.00; library books, \$60.00.

2. PREPARATION AND DEVELOPMENT OF PLANS AND PROGRAMS

Develops the master plan, prepares six-year capital improvements program, prepares reports on capital improvements referred to the department, initiates necessary legislation, prepares city maps, and participates in exhibit work at meetings with civic groups. Prepares proposed plan for the central area of the city, including land-use density proposals for residence, commerce, and industry, plans for civic center, off-street parking, etc.; works with the Rezoning Study to determine rezoning districts in the central area; and prepares similar plans for outlying neighborhood areas.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
32	\$138,412 00	\$10,620 00	\$840 00	\$305 00	\$690 00	\$150,867 00

Personal Services: Chief Planner, Chief Planning Analyst, 5 Principal Planners, 4 Senior Planners, Planning Designer, 9 Junior Planners, Junior Planning Analyst, 2 Planning Illustrators, 7 Planning Assistants, Senior Engineering Aid.

Contractual Services: Servicing of office equipment, \$20.00; transportation of persons, \$100.00; blueprinting, \$250.00; professional service, \$6,000.00; printing and binding, \$3,650.00; correction of atlases, and new map, \$600.00.

Supplies and Materials: Household supplies and materials, \$40.00; postage, forms, cards, and stationery, \$300.00; photographic supplies, \$500.00.

Current Charges and Obligations: Dues and subscriptions, \$305.00.

Equipment: Office Furniture, \$520.00, drafting equipment, \$170.00.

D — PROGRAM SUMMARY

Programs	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services . .	8	\$48,700 00	\$2,605 00	\$610 00	\$750 00	\$215 00	\$52,880 00
2. Preparation and Development of Plans and Progress	32	138,412 00	10,620 00	840 00	305 00	690 00	150,867 00
TOTALS	40	\$187,112 00	\$13,225 00	\$1,450 00	\$1,055 00	\$905 00	\$203,747 00

BOARD OF ZONING ADJUSTMENT, CITY PLANNING BOARD

1-01-72

The Board of Zoning Adjustment is authorized to establish and change zone boundaries and to review decisions of the Board of Appeals granting height variances.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	Requested by Department	1958 Budget	Approved
					Recommended by Mayor	
Personal Services . .	\$1,060 00	\$1,060 00	\$1,060 00	\$1,060 00	\$460 00	
Contractual Services . .	516 32	680 49	450 00	1,685 00	\$1,250 00	
Supplies & Materials . .	116 45	93 78	250 00	425 00	250 00	
TOTALS . . .	\$1,692 77	\$1,834 27	\$1,760 00	\$3,170 00	\$1,960 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958 \$150 00

C — PROGRAM

1. DETERMINATION OF PETITIONS FOR ADJUSTMENT OF ZONE BOUNDARIES

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
2	\$460 00	\$1,250 00	\$250 00	\$1,960 00

Personal Services: Head Clerk, Principal Clerk and Stenographer.

Contractual Services: Messenger service, \$200.00; travel expenses in connection with petitions for zoning changes, \$50.00; advertising public hearings, \$250.00; blueprints of areas involved in zoning petitions, \$50.00; reporting of public hearings, \$700.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$250.00.

REAL PROPERTY DEPARTMENT

1-01-80

The Real Property Department has general responsibility for the care and disposal of property acquired for tax and surplus real estate belonging to the City of Boston, and for the operation and maintenance of municipal and county buildings not assigned to a specific department.

The department's activities are carried on by three divisions and a summary of the divisional appropriations is given below:

Title	1955 Expenditures	1956 Expenditures	1957 Appropriations	Requested by Department	1958 Budget		Approved
					Recommended by Mayor		
Property Division	\$111,315 76	\$181,547 57	\$221,666 00	\$313,975 00	\$213,650 00		
Bldgs. Div. (City Buildings) .	1,033,967 05	1,052,646 21	1,159,055 00	1,389,671 00	1,075,960 00		
Market Division	31,530 60	32,132 87	33,113 00	34,870 00	34,870 00		
TOTALS	\$1,176,813 41	\$1,266,326 65	\$1,413,834 00	\$1,738,516 00	\$1,324,480 00		

The above tabulation does not include the appropriation of \$193,900.00 for the operation of the county buildings contained in the County Section, which will be administered by the Buildings Division.

The foregoing divisional statistics are combined in the following summary by objects of expenditure:

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	Requested by Department	1958 Budget		Approved
					Recommended by Mayor		
1—Personal Services	\$726,010 59	\$742,047 35	\$753,734 00	\$880,095 00	\$786,554 00		
2—Contractual Services . . .	315,751 25	351,329 62	367,905 00	587,651 00	364,226 00		
3—Supplies & Materials . . .	54,302 27	68,526 40	62,830 00	62,705 00	57,805 00		
4—Current Charges & Oblig's	78,332 31	64,527 85	75,095 00	70,155 00	64,105 00		
5—Equipment	272 13	779 31	1,770 00	4,910 00	1,790 00		
7—Structures & Improvements	2,144 86	39,116 12	152,500 00	133,000 00	50,000 00		
TOTALS	\$1,176,813 41	\$1,266,326 65	\$1,413,834 00	\$1,738,516 00	\$1,324,480 00		

In the pages that follow the detail applicable to each of the three divisions of the department is presented.

PROPERTY DIVISION, REAL PROPERTY DEPARTMENT

1-01-00

The Property Division has the responsibility for the care and disposal of all real estate belonging to the city which is not held by other departments for specific municipal purposes. It also has the duty of providing off-street parking where necessary and advisable. It administers leases on a long-term basis for six downtown sites on which parking garages have been erected, a seventh garage is being erected, an eighth is in the planning stage; and leases one parking lot on an annual basis. Eight suburban parking lots are operated, in which meters have been installed for the collection of fees.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
Personal Services . . .	\$57,700 48	\$72,082 62	\$71,516 00	\$84,005 00	\$73,600 00	
Contractual Services . . .	46,629 89	78,294 09	86,200 00	88,350 00	83,300 00	
Supplies & Materials . . .	918 05	1,553 48	1,765 00	2,165 00	1,765 00	
Current Charges & Oblig's . . .	3,842 48	3,581 81	12,095 00	4,545 00	4,495 00	
Equipment	80 00	80 00	90 00	1,910 00	490 00	
Structures & Improvements . . .	2,144 86	25,955 57	50,000 00	133,000 00	50,000 00	
TOTALS	\$111,315 76	\$181,547 57	\$221,666 00	\$313,975 00	\$213,650 00	

B — DEPARTMENTAL REVENUES

Anticipated departmental revenues for 1958 : \$861,400 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities. Maintenance of records and accounting for all money received from sale of city-owned property. Provides engineering services to determine the need for off-street parking facilities and preparation of plans for such developments.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
10	\$49,400 00	\$100 00	\$1,715 00	\$235 00	\$190 00	\$51,940 00

Personal Services: Commissioner of Real Property, Executive Secretary, Civil Engineer, 7 Clerks.

Contractual Services: Servicing of automotive equipment, \$100.00.

Supplies and Materials: Paper cups, \$15.00; postage, \$200.00; forms, cards, stationery, \$1,200.00; gasoline and lubricants, \$300.00.

Current Charges and Obligations: Rental of water cooler, \$65.00; dues and subscriptions, \$100.00; premiums on surety bonds, \$60.00; license, \$10.00.

Equipment: Library books, \$150.00; file cabinets, \$160.00; office furniture, \$180.00.

2. CARE AND DISPOSAL OF FORECLOSED REAL ESTATE AND SURPLUS PROPERTY

Maintenance, care and disposal by auction of property acquired by foreclosure of title or transferred to the department by order of the City Council. At the time of preparing the budget, the number of parcels held totaled 3,034, of which 103 were real estate, and 2,715 were vacant lots. During the year 1957, 447 parcels were sold, at a total sale value of \$6,405.00.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Structures Improvements	Total
5	\$24,200 00	\$52,000 00	\$50 00	\$4,260 00	\$50,000 00	\$130,510 00

Personal Services: Real Property Agent, 2 Assistant Real Estate Custodians, Auctioneer, Constable.

Contractual Services: Steam service, \$800.00; repairs: carpentry, \$2,500.00; electrical, \$500.00; plumbing and steamfitting, \$2,000.00; roofing and masonry, \$1,000.00; advertising for sale of city-owned properties at public auction, \$1,000.00; carfares for purpose of inspecting properties, \$200.00; fees to takings and plans, \$50.00; printing and binding, \$950.00; demolition of unsafe buildings and cleaning of city-owned lots, \$10,000.00.

Supplies and Materials: Ash cans, \$10.00; photographic supplies, \$40.00.

Current Charges and Obligations: Hold-up insurance, fidelity bonds, insurance on Houghton-Dutton Building, \$4,200.00; bond for Auctioneer, \$10,000.00.

Structures and Improvements:

01—Buildings and Improvements

Repairs — Houghton and Dutton Building, \$50,000.00

Property Division, Real Property Department — Continued

3. MAINTENANCE OF PARKING FACILITIES, LOCAL COMMUNITIES

Responsible for the maintenance, cleaning, removal of debris and snow removal.

Personal Services No.	Amount	Contractual Services	Current Charges	Total
—	—	\$31,200 00	—	\$31,200 00

Contractual Services: Electricity, \$5,200.00; repairs: electrical, \$1,500.00, plumbing, \$500.00; repairing sump pumps, \$4,000.00, cleaning, \$20,000.00.

D — PROGRAM SUMMARY

Programs	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Total
1. Administrative and General Services . . .	10	\$49,400 00	\$100 00	\$1,715 00	\$235 00	\$490 00	—	\$51,940 00
2. Care and Disposal of Foreclosed Real Estate and Surplus Municipal Property . . .	5	24,200 00	52,000 00	50 00	4,260 00	—	\$50,000 00	130,510 00
3. Maintenance of Parking Facilities, Local Communities . . .	—	—	31,200 00	—	—	—	—	31,200 00
TOTALS . . .	15	\$73,600 00	\$83,300 00	\$1,765 00	\$4,495 00	\$490 00	\$50,000 00	\$213,650 00

BUILDINGS DIVISION, REAL PROPERTY DEPARTMENT

1-01-84

The Buildings Division is responsible for the care and management of city buildings not held by specific departments. Thirty-one major buildings are operated, including the City Hall and City Hall Annex.

These buildings are located in many parts of the city and are used by the courts and municipal departments, Selective Service Local Boards, civilian defense boards, and others. The buildings are frequently opened to the public after hours for civic, social, and other meetings. The total area of office and court space in these buildings is 714,905 square feet.

In addition to the city-owned buildings, the department is responsible for the leasing of office space for 2 departments and quarters outside of City Hall, as well as the care and maintenance of 10 buildings leased to veteran organizations.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
Personal Services . . .	639,374 06	640,540 88	652,000 00	764,136 00	681,000 00	
Contractual Services . .	267,874 77	271,738 71	280,300 00	497,875 00	279,500 00	
Supplies & Materials . .	52,041 26	65,560 72	59,575 00	59,050 00	54,550 00	
Current Charges & Oblig's	74,484 83	60,946 42	63,000 00	65,610 00	59,610 00	
Equipment	192 13	699 31	1,680 00	3,000 00	1,300 00	
Structures & Improvements	—	13,160 55	102,500 00	—	—	
TOTALS	\$1,033,967 05	\$1,052,646 21	\$1,159,055 00	\$1,389,671 00	\$1,075,960 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958	<u>\$35,000 00</u>
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C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of division activities. Provides clerical and financial services, maintains reports and statistics, processes all personal actions, audits time records, prepares payrolls. Conducts periodic inspections of buildings, structures, and utilities under direct control of the division. Prepares plans for repair work; supervision and approval of payment of repair work performed satisfactorily by contractors.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
9	\$43,045 00	\$1,050 00	\$700 00	\$15 00	\$450 00	\$45,260 00

Personal Services: Performance under this program is divided among the following sections:

Administrative and General Services Division: Assistant Commissioner of Real Property, Head Clerk, and 3 Clerical Employees.

Inspection Section: 3 Inspectors, Mechanic.

Contractual Services: Servicing of office equipment, \$50.00; carfare and mileage, \$500.00; advertising, \$300.00; mimeographing and duplicating services, \$200.00.

Supplies and Materials: Forms, cards, stationery, and postage, \$700.00.

Current Charges and Obligations: Premium on surety bond, \$15.00.

Equipment: Library books, \$100.00; adding machine, \$300.00; engineering equipment, \$100.00.

2. CARE, OPERATION, AND MAINTENANCE OF CITY HALL AND CITY HALL ANNEX

Responsible for the care and operation of the heating plant in City Hall and City Hall Annex, minor repairs to building, equipment, furnishings, and maintenance of elevators. Provides telephone exchange service for all offices in City Hall and City Hall Annex, and acts as the clearing house for all telephone calls. The switchboard is an 8-position board with approximately 400 stations and 50 trunk lines. The number of calls annually is approximately as follows: outgoing, 1,410,000; incoming, 1,263,000; and long distance calls, 4,385. It is also responsible for the operation of 5 elevators in City Hall Annex and 2 in City Hall. Daily cleaning of 224,915 square feet of floor space.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Total
85	\$299,703 00	\$144,200 00	\$4,325 00	—	\$650 00	—	\$448,878 00

Buildings Division, Real Property Department — Continued

Personal Services: Performance under this program is divided among the following sections:

Maintenance Section: Plant Superintendent, Chief Power Plant Engineer, 3 Stationary Engineers, 4 Steam Firemen, 2 Mechanics.

Telephone Section: Chief Telephone Operator, 10 Telephone Operators.

Custodial Section: Superintendent, 49 Custodial Workers, 4 Steam Firemen, 2 Watchmen, Matron.

Elevator Section: Chief Elevator Operator, 7 Elevator Operators.

Vacation Supply, \$1,723.00, 3 Steam Firemen.

Overtime Allowance, \$3,000.00 for Saturdays, Sundays, holidays and emergency repairs to elevators.

Contractual Services: Telephone Service, \$60,000.00; electricity, \$25,000.00; gas for fuel, \$1,000.00; steam provided by Boston Edison Company, \$10,000.00; carpentry, \$5,000.00; balance electrical load and general electrical, repairs City Hall Annex, \$10,000.00; new panel board and fuse City Hall, \$4,000.00; general electrical repairs, \$3,000.00; plumbing and heating, \$6,000.00; painting, \$5,000.00; plastering, \$2,500.00; linoleum, \$2,000.00; roofing, \$3,500.00; masonry, \$2,000.00; miscellaneous, \$2,000.00; servicing of equipment, \$350.00; servicing outside clocks, \$150.00; water coolers, \$100.00; refinishing furniture, \$100.00; window cleaning, and towel service, \$3,000.00; repairing and servicing elevators, \$500.00.

Supplies and Materials: Cleaning and custodial supplies, \$2,600.00; medical supplies, \$25.00; repair parts and materials, non-automotive, \$100.00; general operating supplies, \$600.00; uniforms, elevator operators, \$150.00; miscellaneous building supplies and materials, \$850.00.

Equipment: Household furniture and equipment, \$300.00; Federal, State and City flags, \$350.00.

3. CARE, OPERATION, AND MAINTENANCE OF OTHER CITY-OWNED BUILDINGS

Care and operation of heating units; minor repairs to buildings and installed utilities, equipment, and furnishing care and daily cleaning of 490,000 square feet of floor space and the outside area of 17 buildings.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Total
90	\$338,251 00	\$134,250 00	\$44,175 00	\$47,520 00	\$200 00	—	\$564,397 00

Personal Services: 2 Building Maintenance Supervisors, 2 Stationary Engineers, 19 Steam Firemen, 64 Custodial Workers, Watchman, vacation supply, \$4,277.00, Matron. Overtime allowance, \$9,000.00 for services required on Saturdays, Sundays, holidays, and in emergencies.

Contractual Services: Electricity, \$23,000.00; gas and fuel, \$2,000.00; repairs, carpentry, \$10,000.00; electrical, \$10,000.00; plumbing and heating, \$20,000.00; repairs to boilers, \$2,500.00; painting, \$10,000.00; plastering, \$5,000.00; linoleum, \$5,000.00; roofing, \$9,000.00; masonry, \$6,000.00; removal of retaining wall, M. J. Tobin Building, \$8,500.00; repairs to shower bath fixtures, \$5,000.00; miscellaneous, \$14,000.00; servicing equipment, \$100.00; repair and servicing machinery, and tools, \$150.00; cleaning windows, \$2,000.00; towel service, \$1,500.00; extermination of vermin, \$300.00; inspection of fire alarms, \$100.00; servicing elevators, \$100.00.

Supplies and Materials: Fuel oil and coal, \$40,000.00; cleaning and custodial supplies, \$2,750.00; medical first aid supplies, \$25.00; repair parts, non-automotive, \$700.00; general operating supplies, \$300.00; lumber, hardware, and miscellaneous supplies and materials, \$400.00.

Current Charges and Obligations: Rentals, space in office buildings for city departments, Law Department (11 Beacon Street) \$29,920.00; Veterans Services Department (155 Washington Street), \$14,800.00; rental of trucks, \$1,800.00; rental of water coolers, \$700.00; rental of clocks, \$200.00; rental of chairs, \$100.00.

Equipment: Household furniture and equipment, \$50.00; public works equipment, \$50.00; Federal, State and City flags, \$100.00.

4. PROVIDING FACILITIES FOR USE OF THE ORGANIZED MILITIA

Providing as required by existing statutes adequate facilities for drill, housekeeping services, and suitable outdoor range for small-arms practice for certain units of the armed forces of the Commonwealth.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
—	—	—	\$5,350 00	\$12,075 00	\$17,425 00

Supplies and Materials: Fuel, oil, \$5,000.00; electric light bulbs, \$350.00.

Current Charges and Obligations: Rental, First Corps Cadet Armory, \$11,800.00; taxes for water, \$275.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Total
1. Administrative and General Services	9	\$43,045 00	\$1,050 00	\$700 00	\$15 00	\$450 00	—	\$45,260 00
2. Care, Operation, and Maintenance of City Hall and City Hall Annex	85	299,703 00	144,200 00	4,325 00	—	650 00	—	448,878 00
3. Care, Operation, and Maintenance of Other City-owned Buildings	90	338,252 00	134,250 00	44,175 00	47,520 00	200 00	—	564,397 00
4. Providing Facilities for Use of the Organized Militia	—	—	—	5,350 00	12,075 00	—	—	17,425 00
TOTALS	184	\$681,000 00	\$279,500 00	\$54,550 00	\$59,610 00	\$1,300 00	—	\$1,075,960 00

MARKET DIVISION, REAL PROPERTY DEPARTMENT

1-01-86

The Market Division of the Real Property Department is responsible for the leasing of the upper area of Quincy Market and of the city public market area of the Faneuil Hall Market for the sale of perishable merchandise. This market area includes the lower floor of the buildings called New Faneuil Hall and Quincy Market, and the sidewalks and cellars of these buildings. The division is also responsible for the collection of rents, for the preservation of order, the destruction of food unfit for sale, and the approval of the installation of utilities and appliances in the market buildings. The market facility operates 24 hours a day.

There are 51,000 square feet of rentable space in the market area, which is leased to 66 tenants.

A—BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
-Personal Services . . .	\$28,936 05	\$29,423 85	\$30,218 00	\$31,954 00	\$31,954 00	
-Contractual Services . . .	1,246 59	1,296 82	1,405 00	1,426 00	1,426 00	
-Supplies & Materials . . .	1,342 96	1,412 20	1,490 00	1,490 00	1,490 00	
-Current Charges & Oblig's	5 00	—	—	—	—	
TOTALS . . .	\$31,530 60	\$32,132 87	\$33,113 00	\$34,870 00	\$34,870 00	

B—DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958	\$116,000 00
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C—PROGRAM

1. OPERATION OF A MARKET FACILITY

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
7	\$31,954 00	\$1,426 00	\$1,490 00	\$34,870 00

Personal Services: Superintendent, Assistant Superintendent, Clerk, 4 Custodial Workers. Temporary Employee for vacation relief, \$404.00.

Overtime allowance, \$100.00 for services required due to emergencies and absences of regular personnel due to illness.

Contractual Services: Telephone service, \$200.00; electricity, \$900.00; gas service, radiators, public toilets, \$200.00; servicing electric clock, \$27.00; towel service, \$39.00; printing, \$60.00.

Supplies and Materials: Fuel oil, \$1,000.00; soaps, brooms, light bulbs, toilet tissue, \$350.00; medical first aid kit supplies, \$5.00; forms, cards, stationery, postage, \$75.00; refill fire extinguishers, \$20.00; electrical supplies, \$20.00; snow removal supplies, \$20.00.

BOSTON RETIREMENT BOARD

1-01-91

The Boston Retirement Board is responsible for the processing of all retirements under the Boston and the State Boston Retirement Systems and maintains the administrative and financial accounts relative to both systems. Under the first system, 4 per cent is deducted from members' compensation and this amount is matched by the city, thus creating a reserve for the payment of retirement allowances as they arise. Under the second system, the employee contributes 5 per cent, but no contribution is made by the city until the time that actual retirement arrives.

At the present time the Boston System has 1,400 members as against 18,950 in the other system. The expenses of the Board are allocated 10 per cent to the Boston System and 90 per cent to the State-Boston System. Under existing law, the allocation for the latter system is paid over to the Collector-Treasurer at the beginning of each year, and the expenses, as they arise, are charged against this allowance.

A—BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$22,430 63	\$13,412 40	\$95,300 00	\$102,239 00	\$99,400 00	
2—Contractual Services . .	11,217 45	13,151 50	29,500 00	28,900 00	25,750 00	
3—Supplies & Materials . .	144 00	81 06	3,500 00	3,000 00	3,000 00	
4—Current Charges & Oblig's	—	—	150 00	250 00	150 00	
5—Equipment	80 00	—	90 00	100 00	100 00	
TOTALS	\$33,872 08	\$26,644 96	\$128,540 00	\$134,489 00	\$128,400 00	

B—DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958 None

C—PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Administers the work of the department, subject to the approval of the Board; prepares the annual budget; requires supplies and prepares annual report; supervises the financial operation of the two systems; interviews members claiming disability and determines eligibility; prepares veterans' retirement cases and prepares minutes of and takes hearing of disability cases.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
5	\$28,000 00	\$9,650 00	\$175 00	\$150 00	\$100 00	\$38,075 00

Personal Services: Executive Officer, Assistant Executive Officer, Disability Pension Analyst, Disability Pension Investigator, Accountant.
Contractual Services: Transportation for board member, \$150.00; professional services of medical panel, \$5,000.00; medical services of 3 board members at \$1,500.00 each annually, \$4,500.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$175.00.

Current Charges and Obligations: Rental of safety deposit vault, \$150.00.

Equipment: Library books, \$100.00.

2. MAINTENANCE OF RETIREMENT SYSTEMS

Calculates all retirements under both systems; maintains master account cards for active members and retirement allowance payment cards for retired members; prepares monthly pension rolls; and maintains statistical records. Maintains current accounts for each member of the systems; posts retirement deductions on a cumulative basis; prepares statistical data and reports; makes refunds to resigned and deceased members; provides information on retirement laws to members; enrolls new entrants and maintains an index of all members; keeps account plate for each member for circular notation regarding legislation, changes in the law, benefits, etc.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
19	\$71,400 00	\$16,100 00	\$2,825 00	\$90,325 00

Personal Services: Performance under this program is divided among the following sections:

Master Card Section: Head Pension Examiner, 2 Principal Pension Examiners, 5 Clerical Employees.

Machine Posting Division: Head Clerk, 10 Clerical Employees.

Temporary Employees: Vacation supply, \$1,700.00.

Contractual Services: Servicing of office equipment, \$600.00; printing and binding of notices to members, \$1,000.00; actuarial services, \$5,000.00; summary listings of members deductions, \$4,500.00; statistical punch card system, \$5,000.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$1,825.00; miscellaneous supplies and materials, \$1,000.00.

D—PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administrative and General Services .	5	\$28,000 00	\$9,650 00	\$175 00	\$150 00	\$100 00	\$38,075 00
Maintenance of Retirement Systems .	19	71,400 00	16,100 00	2,825 00	—	—	90,325 00
TOTALS	24	\$99,400 00	\$25,750 00	\$3,000 00	\$150 00	\$100 00	\$128,400 00

FINANCE COMMISSION

1-01-93

The Finance Commission is authorized to investigate matters relating to appropriations, loans, expenditures, accounts and methods of administration affecting the City of Boston or the County of Suffolk, or any department thereof, that may appear to the commission to require investigation, and to report thereon to the Mayor, the City Council, the Governor or the General Court.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$46,284 19	\$44,171 64	\$46,770 00	\$48,370 00	\$48,370 00	
2—Contractual Services . . .	2,915 56	2,214 62	2,725 00	2,925 00	2,925 00	
3—Supplies & Materials . . .	430 30	324 99	525 00	575 00	575 00	
4—Current Charges & Oblig's	6,217 95	6,230 71	9,680 00	7,780 00	7,780 00	
5—Equipment	332 62	492 50	300 00	350 00	350 00	
TOTALS	\$56,180 62	\$53,434 46	\$60,000 00	\$60,000 00	\$60,000 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958 None

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
4	\$20,870 00	\$2,675 00	\$425 00	\$5,578 00	\$350 00	\$29,898 00

Personal Services: Chairman, Executive Secretary, and 2 Clerical Employees. Temporary employees, \$500.00.

Contractual Services: Telephone and telegraph services, \$500.00; electricity, \$200.00; servicing of office equipment, \$100.00; printing of annual report, \$1,800.00; towel service, \$75.00.

Supplies and Materials: Household supplies, \$50.00; postage, forms, cards, and stationery, \$300.00; twine and wrapping paper, \$75.00.

Current Charges and Obligations: Rent of office space, \$5,275.00; rental of water cooler and electric clock, \$93.00; dues, \$10.00; newspaper subscriptions, \$200.00.

Equipment: Library books, \$350.00.

2. INVESTIGATION AND RESEARCH

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
4	\$27,500 00	\$250 00	\$150 00	\$2,202 00	\$30,102 00

Personal Services: Investigator-Inspector (Engineer), Examiner-Investigator (Administrative-Researcher), 2 Clerks (Administrative-Analysts)

Contractual Services: Carfares of Investigators, \$250.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$150.00.

Current Charges and Obligations: Special investigations, \$2,202.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services . . .	4	\$20,870 00	\$2,675 00	\$425 00	\$5,578 00	\$350 00	\$29,898 00
2. Investigation and Research	4	27,500 00	250 00	150 00	2,202 00	—	30,102 00
TOTALS	8	\$48,370 00	\$2,925 00	\$575 00	\$7,780 00	\$350 00	\$60,000 00

POLICE DEPARTMENT

1-02-11

The Police Department is directed by a Police Commissioner who is appointed by the Governor. The Commissioner has power under the law to appoint, establish, and organize the department and to make all necessary rules and regulations for its efficiency.

The primary functions of the Police Department are the prevention of crime; the detection and apprehension of offenders if crime is committed; the protection of life and property; the preservation of public tranquillity; and the enforcement of laws and ordinances. Each year the department lists residents twenty years of age or more for registration voters.

The area under the jurisdiction of the department totals 44.34 square miles, containing a population of 801,444, shown by the census of 1950.

An average of 95,000 arrests is effected annually.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
-Personal Services . . .	\$12,951,301 62	\$13,715,313 88	\$14,000,000 00	\$15,085,094 00	\$14,810,000 00	
-Contractual Services . . .	419,923 02	401,612 07	391,889 00	427,030 00	408,650 00	
-Supplies & Materials . . .	409,818 06	409,785 02	398,940 00	412,189 00	410,350 00	
-Current Charges & Oblig's . . .	11,207 75	10,636 96	12,000 00	32,267 00	32,267 00	
-Equipment . . .	30,420 16	28,211 62	86,300 00	117,455 00	29,000 00	
-Structures & Improvements . . .	20,000 00	—	—	—	—	
TOTALS . . .	\$13,842,670 61	\$14,565,559 55	\$14,889,129 00	\$16,074,035 00	\$15,690,267 00	

B — DEPARTMENTAL REVENUE

Estimated departmental revenues from sale of licenses, permits, second-hand articles, damage to police property	\$127,300 00
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C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Formulates policy; directs entire police program; processes appointments, promotions, and separations in accordance with the law; maintains personnel files and assignment records; determines medical fitness of members of uniformed force; and keeps various records of the Police Department.

Prepares payrolls and maintains payroll records; audits and records departmental expenditures; furnishes budget estimates; tabulates and compiles statistics on police operations; prepares and records all licenses granted by Police Commissioner; processes applications forwarded by Licensing Board, city and state departments for police investigation, and is responsible for all money received and disbursed by the department.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
33	\$173,070 00	\$13,575 00	\$17,737 00	\$1,272 00	\$3,370 00	\$209,024 00

Personal Services: Performance under this program is divided among the following sections:
 Commissioner's Office: Commissioner, Medical Examiner, Secretary (Confidential), Secretary, 2 Assistant Secretaries, 4 Clerical Employees.
 Chief Clerk's Office: Chief Clerk (Deputy Superintendent), Captain, 21 Clerical Employees.

Contractual Services: Servicing of office equipment, \$2,000.00; advertising, \$1,100.00; legal services, \$8,000.00; other professional services, \$300.00; printing of annual report, \$750.00; other printing and binding, \$1,425.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$11,000.00; medallions for hackney carriages, etc., \$6,737.00.

Current Charges and Obligations: Dues and subscriptions, \$800.00; rentals, \$172.00; bonds and insurance, \$300.00.

Equipment: Library books, \$3,370.00.

2. LAW ENFORCEMENT

Responsible for the enforcement of all laws, ordinances, and regulations which the police have authority to execute. The staff of the office of the Superintendent of Police includes the Inspector of Divisions, the Inspector of Carriages, and Social Service, Vice and Gaming Units.

There are 17 Police Divisions located in various parts of the city. These divisions use 125 automobiles, 38 other motor vehicles, and 45 motorcycles. The Harbor Police maintain day and night patrol service by the 4 police boats. One division has 7 saddle horses for use in parades, traffic and escort work, etc.

Police Department — Continued

The Traffic Division is responsible for the enforcement of statutes, ordinances, rules, and regulations pertaining to traffic in downtown Boston, the processing of parking violations for the entire department, and the development of a safety educational program for school children and the general public. It is estimated that 1,700,000 vehicles use the city's streets daily. The officers of the Traffic Division issue about 170,000 parking violation notices annually and officers of the other Police Divisions, 390,000 notices.

The Crime Prevention Bureau operates a program for the prevention of delinquency among juveniles and for the rehabilitation of maladjusted children.

The Bureau of Criminal Investigation is composed of several units, namely: Identification, Homicide, Ballistic, Chemical Laboratory, Lost, Found, and Stolen Property, and Missing Persons.

Detectives assigned to the Detective Bureau are detailed to the Bureau of Criminal Investigation and the various Police Divisions.

The House of Detention is maintained for women who are arrested in the city and who, unless otherwise released, are held in charge of the Chief Matron until the next session of the court before which they are to appear. Approximately 2,700 women are detained annually.

The City Prison is maintained for males who are arrested in the city for offenses the prosecution of which is within the jurisdiction of the Central Municipal Court, and who, unless otherwise released, are held in charge of the keeper until the next session of the court before which they are to appear. The average number of persons held annually is 12,000.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
2,845	\$13,679,105 00	\$154,250 00	\$340,038 00	\$30,675 00	\$9,550 00	\$14,213,618 00

Personal Services: Performance under this program is divided among the following sections:

Superintendent's Office: Superintendent of Police, 2 Captains, Lieutenant, 3 Sergeants, 3 Patrolmen.

Uniform Divisions: 20 Captains, 60 Lieutenants, 171 Sergeants, 2,087 Patrolmen.

Regulation and Control of Traffic: Deputy Superintendent, Captain, 6 Lieutenants, 10 Sergeants, 157 Patrolmen.

Crime Prevention Bureau: Captain, 2 Policewomen-Detectives, 10 Policewomen, Patrolmen, Clerical Employee.

Bureau of Criminal Investigation: Deputy Superintendent, 4 Captains, 4 Lieutenants, 3 Sergeants, 29 Patrolmen, Biological Chemist, Assistant Biological Chemist, 11 Clerical Employees, Crime Reporting Unit, IBM Operators, \$50,000.00.

Detective Bureau: 9 Lieutenant-Detectives, 28 Sergeant-Detectives, 167 Detectives.

House of Detention: Chief Matron, Assistant Chief Matron, 11 Assistant Matrons, 3 Cleaners, Janitress.

City Prison: Captain, Lieutenant, 6 Sergeants, 24 Patrolmen.

Overtime allowance for legal holidays, primary, and election days, parades, etc., \$457,000.

Contractual Services: Repairs and servicing of equipment, \$40,550.00; travel expenses, \$31,000.00; medical, dental, and laboratory services, \$14,000.00; services of diver, \$300.00; mailing and letter service for parking violation notices, \$58,000.00; cleaning services, uniform, caps, etc., \$8,000.00; veterinary, stable, and horseshoeing services, etc., \$1,500.00; expert services, \$400.00; copying records, witness fees, \$500.00.

Supplies and Materials: Gasoline and diesel oil, \$78,000.00; lubricating oil, and grease, \$7,000.00; tires and tubes, \$9,600.00; repair parts and accessories, \$14,400.00; food for prisoners, \$10,500.00; coal, fuel, oil and kerosene, \$42,500.00; medical supplies, \$850.00; postage, forms, cards, and stationery, \$52,000.00; forms for Central Complaint Unit, \$15,000.00; ammunition, targets, tear gas, etc., \$8,200.00; general operating supplies for boats, ballistics, etc., \$6,000.00; cloth for wearing apparel and making of same, \$87,488.00; photographic supplies, \$4,000.00; stable supplies, \$4,500.00.

Current Charges and Obligations: Rentals of garages and storage, \$9,700.00; rental of IBM equipment for Central Complaint Unit, \$20,000.00; revolver matches, \$925.00; notary public, \$50.00.

Equipment: Engineering and scientific equipment, \$1,000.00; fire-fighting equipment, \$500.00; cots, stretchers, etc., \$200.00; saddles, bridles, compasses, revolvers, rifles, etc., \$3,850.00; cartridge reloading machine, \$4,000.00.

3. MAINTENANCE AND CONTROL OF COMMUNICATIONS

The Bureau of Operations controls communications equipment, consisting of telephone, teletype, radio, and telegraph, and through its facilities directs movement of radio cars, police boats, and ambulances.

The Signal Service Unit maintains the signal service system; supervises all telephone and teletype installation; makes minor teletype repairs; services electrical equipment; installs wiring throughout the department; and provides signs for marking taxicab stands.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
80	\$396,419 00	\$81,400 00	\$31,700 00	\$320 00	\$11,780 00	\$521,619 00

Personal Services: Performance under this program is divided under the following sections:

Bureau of Operations: Captain, 3 Lieutenants, 6 Sergeants, 40 Patrolmen, 11 Telephone Operators.

Signal Service Unit: Director, 18 Mechanical Employees.

Overtime allowance for legal holidays, election days, etc., \$11,000.00.

Contractual Services: Telephone service, \$58,000.00; telephone for Central Complaints Unit, \$15,000.00; repairs and servicing of equipment, \$8,400.00.

Supplies and Materials: Signal traffic control fire-fighting supplies and materials, \$23,700.00; radio transmitter parts and materials, \$8,000.00.

Current Charges and Obligations: Rentals, \$320.00.

Equipment: Signal equipment, \$5,800.00; electrical and mechanical equipment, \$2,480.00; Neon signs, \$3,500.00.

4. MAINTENANCE AND REPAIR OF POLICE BUILDINGS AND EQUIPMENT

The Property Clerk's Section is responsible for the maintenance of police buildings and shops and for servicing department automobiles and motorcycles; has charge of lost, stolen, and abandoned property and articles taken from persons arrested for any cause; and procures all supplies, uniforms, and equipment.

Annual statistics of this office are as follows: 5,412 repair jobs of departmental automobiles; 532 repair jobs of motorcycles; 18 buildings maintained.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
115	\$499,906 00	\$99,760 00	\$20,875 00	\$4,300 00	\$624,841 00

Personal Services: Property Clerk, Supervisor of Automotive Equipment, Captain, Assistant Supervisor of Automotive Equipment, Sergeant, Assistant Superintendent of Police Buildings, 2 Working Foremen Mechanics, 5 Clerical Employees, Diesel and Gasoline Operator, 3 Patrolmen, 14 Auto Mechanics, 2 Chauffeurs, 7 Hostlers, 75 Building Maintenance Employees.
Overtime allowance for civilians, \$10,000.00.

Contractual Services: Electricity, \$35,800.00; gas, fuel, \$3,500.00; heating Station 1, \$5,500.00; repairs and servicing of buildings and structures; carpentry and electrical, \$700.00; plumbing and steamfitting, \$10,000.00; painting, plastering, roofing, masonry, etc., \$28,000.00; repairs and servicing of equipment, \$8,200.00; paint and repair flagpoles, \$250.00; inspection of elevators, \$2,050.00; cleaning, laundering, bedding, etc., \$4,860.00; freight and express, \$900.00.

Supplies and Materials: Heating supplies and materials, \$4,500.00; laundry, cleaning, custodial supplies and materials, \$14,000.00; building supplies and materials, \$300.00; paint, hardware, machine parts, etc., \$750.00; tools and instruments, \$1,325.00.

Equipment: Office furniture, \$4,000.00; auto lift, etc., \$300.00.

5. POLICE LISTING SERVICE

The Police Department lists residents twenty years of age or more each year for registration of voters. Many members of the department perform this duty on off-duty day and they are compensated for such additional hours of service at their regular hourly rate.

Personal Services Amount	Contractual Services	Total
\$61,500 00	\$59,665 00	\$121,165 00

Personal Services: It is estimated that approximately 4,500 man days are consumed in listing voters in addition to the \$61,500.00 listed above as overtime.

Contractual Services: Services and materials for preparing police list, \$5,000.00; printing police lists, \$50,000.00; other supplies for police listing, \$4,665.00.

D — PROGRAM SUMMARY

Program	Personal No.	Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administrative and General Services	33	\$173,070 00	\$13,575 00	\$17,737 00	\$1,272 00	\$3,370 00	\$209,024 00
Law Enforcement	2,845	13,679,105 00	154,250 00	340,038 00	30,675 00	9,550 00	14,213,618 00
Maintenance and Control of Communications	80	396,419 00	81,400 00	31,700 00	320 00	11,780 00	521,619 00
Maintenance and Repair of Police Buildings and Equipment	115	499,906 00	99,760 00	20,875 00	—	4,300 00	624,841 00
Police Listing Service	—	61,500 00	59,665 00	—	—	—	121,165 00
TOTALS	3,073	\$14,810,000 00	\$408,650 00	\$410,350 00	\$32,267 00	\$29,000 00	\$15,690,267 00

FIRE DEPARTMENT

1-02-21

The Fire Department is responsible for extinguishing fires, the prevention of fires, and the protection of life and property.

A — BUDGET SUMMARY

Group	1955		1956		1957		1958 Budget		Approved
	Expenditures		Expenditures		Appropriations		Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$9,373,982	22	\$10,027,673	72	\$10,070,000	00	\$10,849,077	00	
2—Contractual Services . . .	209,709	03	268,427	48	265,000	00	426,730	00	
3—Supplies & Materials . . .	384,160	50	461,049	77	432,615	00	542,862	00	
4—Current Charges & Oblig's	6,388	00	6,353	20	8,336	00	9,232	00	
5—Equipment	78,419	78	144,762	31	198,000	00	345,293	00	
TOTALS	\$10,052,659	53	\$10,908,266	48	\$10,973,951	00	\$12,173,194	00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958 \$262,722 11

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities. Provides clerical, stenographic, and financial services; maintains reports and statistics of all fires, keeps personnel records, performs cleaning and other custodial work in the Headquarters Building, and ministers to the religious needs of the department.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
50	\$216,397 00	\$13,850 00	\$4,200 00	\$138 00	\$1,153 00	\$235,738 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Commissioner, Medical Examiner, Executive Secretary, 2 Clerical Employees, 3 Fire Fighter-Aides.

General Services Section: 2 Head Clerks, 12 Clerical Employees, 4 Fire Fighters.

Payroll Section: Head Clerk, 3 Clerical Employees.

Chaplain Section: 3 Chaplains, 2 Fire Fighters.

Custodial Section: 7 Fire Fighters, 8 Custodial Workers (Janitresses).

Overtime: Closing accounts, \$500.00.

Contractual Services: Telephone service, \$11,000.00; photostating, \$100.00; advertising, \$750.00; cleaning of windows, \$2,000.00.

Supplies and Materials: Gasoline and oil, \$1,500.00; postage, forms, cards, and stationery, \$2,500.00; tires and tubes, \$200.00.

Current Charges and Obligations: Dues and subscriptions, \$138.00.

Equipment: Typewriters, \$620.00; library books, \$83.00; adding machine, \$450.00.

2. EXTINGUISHING FIRES AND PROTECTING LIFE AND PROPERTY

Responsible for the extinguishment of fires and the protection of life and property in emergencies. Available facilities include 45 Engine Companies, 5 Engine Squads, 30 Ladder Companies, 1 Rescue Company, 2 Water Tower Companies, 3 Mobile Lighting Plants, 2 Fireboats, and 2 High Pressure Stations.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1,902	\$9,205,246 00	\$24,400 00	\$153,607 00	\$5,753 00	\$47,024 00	\$9,436,030 00

Personal Services: Performance under this program is divided among the following sections:

Headquarters Section: Chief of Department, 2 Assistant Fire Chiefs, Deputy Chief, 2 District Chiefs, 5 Captains, 3 Lieutenants, 15 Fire Fighter-Aides.

Maintenance Section: Engineer in Charge, Assistant Engineer in Charge, 13 Engineers — High Pressure.

Fire Fighting Force: 8 Deputy Chiefs, 42 District Chiefs, 80 Captains, 206 Lieutenants, Chief Marine Engineer, 8 Fire Fighter-Master

8 Fire Fighter-First Engineers, 10 Fire Fighter-Second Engineers, 1,486 Fire Fighters, 8 Fire Fighter-Aides, 1 Fire Fighter Apparatus Operator.

Provision for overtime pay, as provided by city ordinance, for members of the department required to work on holidays, \$186,000.00.

Contractual Services: Gas, fuel, \$2,800.00; steam heat, \$4,000.00; servicing of equipment, \$1,000.00; travel expenses to attendance at International Association of Fire Chiefs, Los Angeles, \$500.00; travel expenses to attend conferences with a view toward gaining knowledge of operation and training procedures, \$600.00; manufacture of uniforms, \$8,000.00; medical examinations, \$300.00; musical instructor, \$750.00; cleaning towels and bed linen, \$5,000.00; repairs to uniforms, \$500.00; printing and binding, \$500.00; travel expenses to inspect plants where equipment is purchased, \$450.00.

Supplies and Materials: Gasoline, diesel oil, grease, and automotive repair parts, \$62,600.00; bed linen, \$5,000.00; medical supplies, \$1,000.00; forms, cards, and stationery, \$12,000.00; canister refills for masks, \$10,800.00; parts for repair of gas masks, inhalators, resuscitators, smoke ejectors, pumps, and other fire-fighting equipment, \$27,278.00; cloth for the manufacture of uniforms, \$14,484.00; wearing apparel, \$15,395.00; fire fighting supplies, \$5,050.00.

Current Charges and Obligations: Rental of high pressure stations, \$4,800.00; dues and subscriptions, \$903.00; boiler insurance, \$50.00.

Equipment: Office furniture and equipment, \$300.00; household furniture, \$4,615.00; electrical and mechanical equipment, \$3,288.00; library books, \$50.00; fire-fighting equipment, \$3,521.00; 30,000 feet of various sizes of hose, \$33,100.00; 50 flood lights, \$2,000.00; American flags, \$150.00.

3. ENFORCEMENT OF FIRE PREVENTION LAWS AND ISSUANCE OF RELATED PERMITS AND LICENSES

Responsible for the enforcement of all laws, ordinances, and rules pertaining to fire prevention, and the issuance of permits and certificates of registration for the storage of inflammable fluids and explosives. Investigates fires of incendiary and suspicious origin; inspects various types of buildings and structures; checks the storage of inflammable fluids and oil burner installations and instructs school children in fire prevention matters. Eighty-one thousand three hundred and ninety-six inspections are made in a year.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
53	\$236,262 00	\$1,450 00	\$10,200 00	\$2,871 00	\$833 00	\$251,616 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Assistant Fire Chief, 3 Fire Fighter-Aides, 2 Fire Fighter-Public Relations Officers, Analytical Chemist, Head Clerk and Secretary, 17 Clerical Employees.

Inspection and Investigation Section: Captain-Assistant to Chief, Captain, 6 Lieutenants, 20 Fire Fighters.

Contractual Services: Attendance at conference of National Fire Protection Association to be held in Chicago, Ill., \$250.00; printing fire prevention regulations, \$1,000.00; up dating of maps, \$200.00.

Supplies and Materials: Gasoline, oil, and automotive supplies, \$1,200.00; postage, forms, cards, and stationery, \$7,000.00; photographic supplies, \$2,000.00.

Current Charges and Obligations: Rental postage meter, \$120.00; dues and subscriptions, \$50.00; premium on surety bond, \$25.00; rental of sorter, \$2,676.00.

Equipment: Typewriters, \$420.00; library books, \$13.00; laboratory equipment, \$400.00.

4. SIGNAL SYSTEM OPERATION AND MAINTENANCE

Responsible for the proper and efficient operation of the fire alarm signal service, including the receiving and transmission of alarms to the Fire Fighting Force, and telephone and radio communications. Maintains and repairs 1,995 fire alarm boxes, 175 miles of overhead and 350 miles of underground signal wires and cables, and the electrical and power systems in fire stations.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
74	\$371,535 00	\$86,900 00	\$100,093 00	\$467 00	\$50,630 00	\$609,625 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Superintendent of Fire Alarm.

Operating Section: Assistant Superintendent, 26 Alarm Operators, 5 other employees.

Fire Alarm Construction Section: Assistant Superintendent, General Foreman, Radio Supervisor, 3 Foremen, 8 Working Foremen, 5 Inside Wiremen, 8 Linemen, 4 Cable Splicers, 10 other employees.

Overtime: In the event of severe storms, \$2,000.00.

Contractual Services: Telephone services, \$24,000.00; electricity, \$3,000.00; gas, fuel, \$200.00; electrical repairs in fire stations and fire alarm boxes, \$6,000.00; painting of a portion of fire alarm boxes, \$2,000.00; replacement, relocation of fire alarm boxes, \$8,000.00; installation of underground cable ducts and other signal equipment, \$38,000.00; repairs for various electrical machinery, tools, and motors, \$1,300.00; repairs to fire alarm tappers, registers, and electrical equipment, \$3,500.00; attendance at International Association of Municipal Signal Engineers, Philadelphia, Pennsylvania, \$200.00; photostating fire alarm maps, \$150.00; services of the Underwriters' laboratory, \$500.00; express charges, \$50.00.

Supplies and Materials: Gasoline, oil, and automotive parts, \$3,500.00; electric lamps and custodial supplies, \$2,000.00; postage, forms, cards, and stationery, \$1,500.00; building supplies, \$3,000.00; fire alarm underground cable, \$35,000.00; alarm posts, box sections, globes, and fire alarm parts, \$25,993.00; storage batteries, radio parts, and materials for the upkeep of fire alarm system, \$25,600.00; tools and instruments, \$2,500.00; blueprinting, drafting, and engineering supplies, \$1,000.00.

Current Charges and Obligations: Rental of ducts for fire alarm cable and post office box, \$430.00; dues and subscriptions, \$37.00.

Equipment: Transformers, motors, generators, and shop tools, \$4,200.00; engineering and scientific equipment, \$800.00; library books, \$80.00; electrical equipment, \$400.00; fire alarm boxes, \$24,000.00; radio equipment, \$5,000.00; tappers, gongs, registers, sirens, control panels, and miscellaneous fire alarm equipment, \$16,150.00.

5. PLANT AND EQUIPMENT MAINTENANCE AND REPAIR

Responsible for the maintenance of 50 department buildings, 177 pieces of apparatus, and 2 fireboats. Makes all repairs on motor vehicles and fire apparatus. Requisitions necessary equipment, supplies, materials, and contractual services, maintains inventory system, and records cost of building and equipment repair. Supervises and inspects repair work performed by private contractors.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
120	\$512,560 00	\$162,900 00	\$197,900 00	\$3 00	\$2,360 00	\$875,723 00

Fire Department — Continued

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: District Chief (Superintendent of Maintenance), 2 Fire Fighter-Aides, General Foreman.

Allocating and Storeroom Section: Head Administrative Clerk, 10 Clerical Employees, Heavy Motor Equipment Operator.

Motor Equipment Repair Section: General Foreman, 3 Working Foremen, 25 Repairmen, Garage Attendant, Welder.

Building Maintenance Section: General Foreman, 2 Foremen, Working Foreman, 15 Mechanics.

Boiler Room Section: 2 Stationary Engineers, Fireman.

Blacksmith Shop: 1 Working Foreman, 2 Blacksmiths.

Hose and Harness Shop: Working Foreman, 4 Leather and Canvas Workers.

Machine Shop: Foreman, 2 Machinists.

Apparatus Paint Shop: Working Foreman, 3 Spray Painters.

Custodial Section: 2 Junior Building Custodians.

Maintenance Division: Uniformed Section: Motor Apparatus Engineer, Captain, 2 Assistant Engineers, 6 Engineers, Assistant Card

Engineer, 17 Engineers, Motor Squad, 6 Fire Fighters. Overtime, repairing apparatus and equipment, \$4,000.00.

Contractual Services: Electricity, gas, and steam heat, \$65,000.00; general carpentry and maintenance of overhead doors and buildings, \$7,000.00; monthly inspection of elevators, \$1,500.00; painting of fire stations, \$20,000.00; installing new heating plants and plumbing repairs, \$9,500.00; general repairs to buildings and structures, \$8,000.00; repair and servicing of autos, trucks, machinery, and tools, \$38,200.00; installation and repair of oil burners, \$4,000.00; renovation of mattresses, repairs to furniture and equipment, \$7,000.00; express charges, \$200.00; extermination of vermin, \$500.00; miscellaneous repairs, \$2,000.00.

Supplies and Materials: Gasoline, oil, grease, and automotive supplies, \$31,000.00; heating supplies, \$100,000.00; custodial supplies and materials, \$8,000.00; postage, forms, cards, and stationery, \$2,000.00; building materials, plumbing, paints, and hardware supplies, \$26,500.00; repair parts and materials for fire-fighting equipment, \$11,800.00; wheat light batteries, parts, materials for machinery and equipment, \$13,000.00; tools and instruments, \$4,000.00; miscellaneous supplies and materials, \$1,600.00.

Current Charges and Obligations: Dues and subscriptions, \$3.00.

Equipment: Typewriter, \$210.00; air compressors and miscellaneous shop tools, \$1,650.00; household furniture and equipment, \$500.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services	50	\$216,397 00	\$13,850 00	\$4,200 00	\$138 00	\$1,153 00	\$235,738 00
2. Extinguishing Fires and Protecting Life and Property	1,902	9,205,246 00	24,400 00	153,607 00	5,753 00	47,024 00	9,436,030 00
3. Enforcement of Fire Prevention Laws and Issuance of Related Permits and Licenses	53	236,262 00	1,450 00	10,200 00	2,871 00	833 00	251,616 00
4. Signal System Operation and Maintenance	74	371,535 00	86,900 00	100,093 00	467 00	50,630 00	609,625 00
5. Plant and Equipment Maintenance and Repair	120	512,560 00	162,900 00	197,900 00	3 00	2,360 00	875,723 00
TOTALS	2,199	\$10,542,000 00	\$289,500 00	\$466,000 00	\$9,232 00	\$102,000 00	\$11,408,732 00

BUILDING DEPARTMENT

1-02-30

The Building Department consists of the Building Department, the Board of Appeal, the Board of Examiners, the Beacon Hill Architectural Commission, Demolition or Restoration of Abandoned Properties and Unsafe Buildings, Securing, Removing, etc. Although the Building Commissioner and the members of the Boards have independent jurisdiction, the appropriations for the six parts of the department are combined for the purpose of general administration.

The department's activities are carried on by four divisions, and a summary of the divisional appropriations is given below:

Title	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
Building Department . . .	\$596,021 68	\$632,075 28	\$653,639 00	\$768,560 00	\$683,729 00	
Board of Appeal . . .	28,388 86	29,474 27	30,167 00	32,152 00	31,189 00	
Board of Examiners . . .	8,451 91	9,075 27	9,031 00	9,279 00	9,279 00	
Beacon Hill Architectural Commission	—	978 08	1,500 00	2,000 00	1,500 00	
Demolition or Restoration of Abandoned Properties . . .	—	4,729 45	—	215,739 00	214,000 00	
Unsafe Buildings, Securing, Removing, etc.	—	—	200,000 00	—	—	
TOTALS	\$632,862 45	\$676,332 35	\$894,337 00	\$1,027,730 00	\$939,697 00	

The foregoing divisional statistics are combined in the following summary by objects of expenditure:

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
Personal Services . . .	\$586,571 39	\$590,183 56	\$641,868 00	\$761,869 00	\$678,213 00	
Contractual Services . .	37,371 08	71,682 63	40,750 00	35,900 00	35,600 00	
Supplies & Materials . .	8,704 33	8,542 13	9,875 00	10,975 00	9,800 00	
Current Charges & Oblig's	105 50	114 50	144 00	184 00	184 00	
Equipment	110 15	102 00	200 00	1,063 00	400 00	
Special Appropriation . .	—	5,707 53	201,500 00	217,739 00	215,500 00	
TOTALS	\$632,862 45	\$676,332 35	\$894,337 00	\$1,027,730 00	\$939,697 00	

In the pages that follow the detail applicable to each of the four divisions of the department is presented.

BUILDING DEPARTMENT

1-02-31

The Building Department administers and enforces the provisions of law governing the erection, alteration, repair, maintenance, use, occupancy, moving, or demolition of all buildings and structures in the city except those specifically exempted from the provision of the code. To this end the law empowers the commissioner to issue permits for the erection and alteration of buildings and structures; for the installation, extension, repair, and replacement of plumbing, gas fitting, fire extinguishing apparatus, and elevators; for the installation of steam boilers, heaters, and other heat-producing apparatus and for engines and dynamos.

The Building Department is also charged with the responsibility for granting permits for and inspection of electrical conductors and appliances.

The Zoning Law is administered by this department. This act regulates and defines the use to which any premises may be put according to specific areas designated as residential, business, industrial, and unrestricted.

The Building Department also licenses persons certified by the Board of Examiners as qualified to engage in or work at the business of gas fitting in Boston; registers licensed master plumbers doing work in the City of Boston; examines and licenses as qualified welders persons so qualified; and grants licenses for the operation of elevators in the City of Boston.

In addition, the department administers the laws establishing a minor code of safety for buildings, elevators, etc.

A — BUDGET SUMMARY

Group	1955		1956		1957		1958 Budget		Approved
	Expenditures		Expenditures		Appropriations		Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$551,668	07	\$553,801	77	\$605,000	00	\$723,656	00	
2—Contractual Services . . .	36,133	88	70,465	38	39,350	00	34,200	00	
3—Supplies & Materials . . .	8,009	08	7,596	63	8,950	00	10,125	00	
4—Current Charges & Oblig's	100	50	109	50	139	00	179	00	
5—Equipment	110	15	102	00	200	00	400	00	
TOTALS	\$596,021	68	\$632,075	28	\$653,639	00	\$768,560	00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958	\$339,600 00
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C — PROGRAM

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities. Provides clerical, stenographic, and financial services. Maintains reports and statistics, and processes complaints.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
33	\$161,021 00	\$5,915 00	\$3,320 00	\$179 00	\$100 00	\$170,535 00

Personal Services: Performance under this program is divided among the following sections:
 Administrative Section: Building Commissioner, Deputy Building Commissioner, Executive Secretary, Head Administrative Clerk, Senior Legal Assistant, Legal Assistant, 2 Principal Clerks, Motor Equipment Operator.
 General Services: 2 Head Administrative Clerks, 2 Head Clerks, Supervisor of Street Numbering, Street Numbering Inspector, Senior Cashier, Cashier, 16 Clerical Employees.
 Overtime for work indexing, cataloging, or recording of applications, permits, and other records, \$10,400.00.

Contractual Services: Servicing of office equipment, \$200.00; carfares, \$100.00; professional service and recording of hearings, \$2,000.00; printing revisions of Building Code and binding of records, \$2,500.00; telephone service, \$115.00; recording and judicial services, \$1,000.00.

Supplies and Materials: Gas, oil, and automotive parts, \$500.00; postage, cards, forms, stationery, \$2,670.00; flashlights, bulbs, batteries, and wrapping paper, \$150.00.

Current Charges and Obligations: Dues and subscriptions, \$125.00; premiums on surety bonds, \$50.00; license and registration, \$1.00.

Equipment: Library books, \$100.00.

2. ISSUANCE OF PERMITS AND LICENSES

Receives applications and issues licenses for the keeping and storage of inflammables; grants permits for maintenance of public and private garages; and licenses, supervises, and inspects public parking areas. During the year 694 licenses and permits were issued.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
3	\$13,886 00	\$548 00	\$1,200 00	\$15,634 00

Personal Services: Chief Permit Supervisor, Principal Clerk, Investigator.
Contractual Services: Carfare and mileage, \$400.00; telephone service, \$148.00.
Supplies and Materials: Postage, forms, cards, and stationery, \$1,200.00.

3. PLAN EXAMINATIONS AND TECHNICAL INVESTIGATION

Examines and checks all plans for the erection, alteration, and extension of buildings. During the past year 1,228 plans for building construction or alterations were checked. The division also interprets the zoning law, examines all plans and applications for conformance with zoning law, and revises the zoning maps. During the year 1,699 plans and applications were acted upon.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
7	\$42,326 00	\$125 00	\$570 00	\$43,021 00

Personal Services: Technical Assistant, 5 Senior Construction Engineers, Zoning Administrator.
Contractual Services: Telephone, \$25.00; carfares and mileage, \$100.00.
Supplies and Materials: Postage, forms, cards, and stationery, \$270.00; engineering supplies, \$300.00.

4. CONSTRUCTION AND SAFETY EXAMINATIONS

Inspects all buildings in the process of erection or alteration for complete compliance with plans filed. Corrections necessary are reported, and any violations of building or zoning laws are noted and followed up. During the past year 3,702 inspections were made. The egress inspectors examine all buildings, including halls, places of assembly, apartment buildings, etc., as to proper and sufficient means of egress. During the year 29,450 inspections were made.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
36	\$168,617 00	\$18,392 00	\$2,000 00	\$300 00	\$189,309 00

Personal Services: Performance under this program is divided among the following sections:
 Construction and Safety Section: Head of Construction and Safety, 2 Chief Building Inspectors, 23 Building Inspectors.
 Egress Section: Chief Egress Inspector, 2 Senior Egress Inspectors, 2 Egress Inspectors, 5 Zoning-Egress Inspectors.
 Overtime: Inspections on special occasions such as New Year's Eve in places of assembly, \$500.00.
Contractual Services: Carfares and mileage, \$5,500.00; telephone, \$392.00; photographing unsafe buildings, \$5,000.00; emergency repairs of unsafe buildings, \$7,500.00.
Supplies and Materials: Postage, forms, cards, and stationery, \$2,000.00.
Equipment: Atlases and maps, \$300.00.

5. MECHANICAL INSPECTIONS

Inspects all sprinkler and standpipe installations, alterations, repairs, or replacements, and passes on the requirements for sprinklers in buildings. During the year 9,637 inspections and tests were made.

Inspects all plumbing installations, repairs, and replacements, reviews the layout for plumbing systems in large buildings, and passes on the use of various types of plumbing fixtures and appliances in the city. During the year 8,792 inspections and tests were made.

Inspects all gasfitting installations, repairs, and replacements; investigates all accidents due to use of gas and passes approval for use in Boston of various gas-consuming fixtures and appliances. During the year 16,272 inspections and tests were made.

Inspects all elevator and dumb-waiter installations, alterations, and repairs, and supervises an annual test of elevators required by law. Tests and certifies all applicants for licenses to operate freight and passenger elevators and investigates and reports on all accidents in connection with use of elevators. During the past year 8,580 inspections and tests were made and 5,673 licenses issued.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
30	\$133,864 00	\$4,535 00	\$430 00	\$138,829 00

Personal Services: Performance under this program is divided among the following sections:
 Sprinkler Inspection Section: Head of Mechanical Inspection, Chief Sprinkler Inspector, 3 Inspectors.
 Plumbing Inspection: Chief Plumbing Inspector, 7 Inspectors.
 Gas Fitting Inspection: Chief Gas Fitting Inspector, 7 Inspectors.
 Elevator Inspection: Chief Elevator Inspector, 8 Elevator Inspectors.
 Overtime: The preparation of examinations by the Secretary of the Board of Examiners of Gas Fitters, \$200.00.
Contractual Services: Carfares and mileage, \$4,500.00; telephone, \$35.00.
Supplies and Materials: Postage, forms, cards, and stationery, \$430.00.

Building Department — Continued

6. ELECTRICAL INSPECTIONS

Inspects all installations of wiring systems for light, heat, and power, and passes on the use of electrical appliances. During the past year 32,834 inspections were made.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
24	\$120,286 00	\$4,685 00	\$1,430 00	\$126,401 00

Personal Services: Superintendent of Electrical Inspection, Chief Electrical Inspector, 22 Inspectors.

Contractual Services: Carfares, \$4,400.00; telephone, \$285.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$1,430.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services	33	\$161,021 00	\$5,915 00	\$3,320 00	\$179 00	\$100 00	\$170,535 00
2. Issuance of Permits and Licenses	3	13,886 00	548 00	1,200 00	—	—	15,634 00
3. Plan Examinations and Technical Investigations	7	42,326 00	125 00	570 00	—	—	43,021 00
4. Construction and Safety Examinations	36	168,617 00	18,392 00	2,000 00	—	300 00	189,309 00
5. Mechanical Inspections	30	133,864 00	4,535 00	430 00	—	—	138,829 00
6. Electrical Inspections	24	120,286 00	4,685 00	1,430 00	—	—	126,401 00
TOTALS	133	\$640,000 00	\$34,200 00	\$8,950 00	\$179 00	\$400 00	\$683,729 00

DEMOLITION OR RESTORATION OF ABANDONED BUILDINGS

1-02-35

This appropriation is made to cover the expenses incurred in carrying on the program of securing and removing unsafe buildings, the program to ascertain that every dwelling meets at least the minimum standards for human habitation and in coordinating the activities of various city departments with respect to the demolition or restoration of abandoned properties and to the disposition of vacant demolition sites.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation: Demolition or Restoration of Abandoned Buildings	—	\$4,729 45	—	\$215,739 00	\$214,000 00	

BOARD OF APPEAL, BUILDING DEPARTMENT

1-02-32

The Board of Appeal is empowered to review the decisions of the Building Commissioner with respect to the building and zoning laws administered by him. Applications for review are received, hearings are held, a detailed record is kept of the proceedings, and the decisions of the Board are recorded in writing.

During the past year 223 appeals were received; 52 were sustained, 151 were sustained with provisos, 35 were dismissed, 4 withdrawn, 6 are pending, 137 hearings were held.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$26,722 32	\$27,705 79	\$28,192 00	\$29,289 00	\$29,289 00	
—Contractual Services . .	1,227 60	1,217 25	1,400 00	1,700 00	1,400 00	
—Supplies & Materials . .	438 94	551 23	575 00	500 00	500 00	
—Equipment	—	—	—	663 00	—	
TOTALS	\$28,388 86	\$29,474 27	\$30,167 00	\$32,152 00	\$31,189 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958	\$5,500 00
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C — PROGRAM

1. REVIEW OF APPEALS REGARDING BUILDING AND ZONING LAWS

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
8	\$29,289 00	\$1,400 00	\$500 00	\$31,189 00

Personal Services: 5 Members, Head Clerk, and 2 Clerical Employees.
Contractual Services: Advertising public hearings in newspapers, \$1,400.00.
Supplies and Materials: Postage, forms, cards, and stationery, \$500.00.

BOARD OF EXAMINERS, BUILDING DEPARTMENT

1-02-33

The Board of Examiners is responsible for the examination of persons who desire to act as superintendents of work of erection, alteration, moving, shoring, and taking down buildings and structures. Licenses are issued to those qualified. During the past year 332 persons were examined. Total licenses now outstanding: total, 2,344; renewals, 2,111.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$8,181 00	\$8,676 00	\$8,676 00	\$8,924 00	\$8,924 00	
2—Contractual Services . .	9 60	—	—	—	—	
3—Supplies & Materials . .	256 31	394 27	350 00	350 00	350 00	
4—Current Charges & Oblig's	5 00	5 00	5 00	5 00	5 00	
TOTALS . . .	\$8,451 91	\$9,075 27	\$9,031 00	\$9,279 00	\$9,279 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958	\$8,000 00
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C — PROGRAM

1. REGULATION OF BUILDERS' LICENSES

Personal Services No.	Amount	Supplies Materials	Current Charges	Total
4	\$8,924 00	\$350 00	\$5 00	\$9,279 00

Personal Services: Chairman, 2 Members, Principal Clerk.
Supplies and Materials: Postage, forms, cards, and stationery, \$350.00.
Current Charges and Obligations: Premium on surety bond, \$5.00.

BEACON HILL ARCHITECTURAL COMMISSION

1-02-34

The Commission was established by the General Court of the Commonwealth to "promote the educational, cultural, economic and general welfare of the public through the preservation of the historic Beacon Hill District, and to maintain said district as a landmark in the history of architecture and as a tangible reminder of old Boston as it existed in the early days of the Commonwealth."

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation: Beacon Hill Architectural Commission	—	\$978 08	\$1,500 00	\$2,000 00	\$1,500 00	

CIVIL DEFENSE ACTIVITIES

1-02-41

The Civil Defense activities consist of the preparation for carrying out all emergency functions, except those for which military forces other than the National Guard are primarily responsible, for the purpose of minimizing and repairing damage resulting from disasters caused by attack or other hostile action or by natural causes.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$53,062 94	\$50,573 38	\$51,914 00	\$56,153 00	\$56,150 00	
—Contractual Services . .	20,712 77	16,964 81	15,300 00	17,000 00	15,300 00	
—Supplies & Materials . .	3,736 58	2,927 72	2,000 00	2,900 00	2,040 00	
—Current Charges & Oblig's	90 00	43 00	100 00	400 00	400 00	
—Equipment	—	60 93	—	—	—	
TOTALS	\$77,602 29	\$70,569 84	\$69,314 00	\$76,453 00	\$73,890 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958 None

C — PROGRAM

1. PLANNING THE MOBILIZATION OF COMMUNITY RESOURCES FOR EMERGENCIES

General supervision and direction of departmental activities. Provides clerical and stenographic services. Responsible for Civil Defense planning, survey, enrollment, and control center activities.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
12	\$56,150 00	\$15,300 00	\$2,040 00	\$400 00	\$73,890 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Director, Secretary.

General Services Section: 5 Clerical Employees.

Operation Section: Deputy Director, 4 Assistant Directors.

Overtime: \$850.00.

Contractual Services: Telephone service, \$8,000.00; electricity for sirens, \$900.00; maintenance of air warning equipment, \$2,500.00; transportation expenses to attend meetings and test exercises at the control centers, \$900.00; news clipping services, \$200.00; express charges, \$300.00; printing of instructions, \$700.00; repairs to equipment, \$1,800.00.

Supplies and Materials: Gas, tires, and parts, \$600.00; postage, forms, cards, and stationery, \$1,400.00; miscellaneous supplies and materials, \$40.00.

Current Charges and Obligations: Registration of automobiles and trucks, \$100.00; rental of water cooler, \$300.00.

BOSTON TRAFFIC DEPARTMENT

1-02-51

The Boston Traffic Department establishes rules and regulations for the control of vehicular street traffic in Boston and is responsible for the erection, repair, and maintenance of traffic signs, signals, parking meters, and other mechanical traffic control devices.

A — BUDGET SUMMARY

Group	1955	1956	1957	1958 Budget		Approved
	Expenditures	Expenditures	Appropriations	Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$515,879 84	\$512,682 56	\$516,750 00	\$559,943 00	\$526,750 00	
2—Contractual Services . . .	71,853 75	98,178 16	114,000 00	155,980 00	148,000 00	
3—Supplies & Materials . . .	73,069 64	67,871 71	74,912 00	92,043 00	86,532 00	
4—Current Charges & Oblig's	681 60	723 50	1,445 00	847 00	847 00	
5—Equipment	6,404 64	1,022 80	18,475 00	35,576 00	17,395 00	
TOTALS	\$667,889 47	\$680,478 73	\$725,582 00	\$844,389 00	\$779,524 00	

B—DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958 \$575,200 00

C—PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities. Provides clerical, stenographic, and financial services; prepares reports and maintains the vehicular traffic code; performs cleaning and custodial work in the Department building and garage, totaling 26,500 square feet.

Responsible for the operation and maintenance of all motor vehicles. The vehicles include 23 trucks, 8 passenger cars, and 3 line-marking machines.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
16	\$76,213 00	\$18,050 00	\$14,058 00	\$600 00	\$400 00	\$109,321 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Commissioner, Chief Engineer, Deputy Commissioner and Secretary.

General Services Section: Head Administrative Clerk, 6 Clerical Employees, Motor Equipment Operator.

Building Maintenance Section: Building Maintenance Man, Traffic Sign Maintenance Man.

Motor Equipment Maintenance Section: 3 Repairmen.

Contractual Services: Telephone service, \$1,175.00; electricity for plant, \$3,150.00; gas for heating, \$225.00; carpentry, \$1,800.00; electrical repairs, \$300.00; repairs and maintenance of boilers, \$1,300.00; building repairs, \$1,250.00; A.D.T. burglar alarm system, \$850.00; repairs to 30 vehicles in fleet, \$2,000.00; servicing of office equipment, \$300.00; travel expenses to National Safety Council, \$200.00; advertising and posting of amendments to traffic rules, \$2,900.00; window cleaning service, \$550.00; towel service, \$350.00; printing traffic rules and regulations reports, \$1,000.00; repairs to tools, \$200.00; servicing of elevator, \$500.00.

Supplies and Materials: Gasoline oil, diesel oil, grease, \$5,640.00; tire tubes, motor accessories, \$1,360.00; laundry, cleaning, custodial supplies and materials, \$400.00; fuel oil, \$4,100.00; first aid supplies, \$8.00; postage, cards, forms, and stationery, \$1,750.00; garage tools, \$200.00. Miscellaneous Supplies and Materials, \$600.00.

Current Charges and Obligations: Water taxes, motor vehicle registration, dues and subscriptions, \$485.00; rentals, \$80.00; insurance, \$35.00.

Equipment: Library books, \$100.00; miscellaneous equipment, \$300.00.

2. TRAFFIC PLANNING AND ENGINEERING

Responsible for the making of traffic engineering studies and surveys to discover major and minor measures for the relief of vehicular traffic congestion; making technical studies, including intersection counts to determine need for and timing of traffic signals and location of pavement painting; making parking surveys to provide for more equitable distribution of street parking opportunities.

Average annual statistics are as follows: 215 traffic engineering studies, 10 street parking surveys, 105 intersection vehicular volume counts, 190 other technical studies, 1,350 complaints and suggestions investigated.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
19	\$89,014 00	\$3,035 00	\$650 00	\$10 00	\$60 00	\$92,769 00

Personal Services: Principal Traffic Engineer, Senior Electrical Engineer, 2 Senior Traffic Engineers, Assistant Design Engineer, Junior Civil Engineer, Senior Civil Engineer (Draftsman), Senior Civil Engineering Aid (Draftsman), Chief Traffic Investigator, 10 Senior Traffic Investigators. Overtime for Traffic Engineers and Investigators, \$1,000.00.

Contractual Services: Telephone service, \$700.00; servicing of office equipment, \$100.00; carfares and mileage, \$2,135.00; photographing and blueprinting, \$75.00; printing and binding, \$25.00.

Supplies and Materials: Traffic engineering forms, \$250.00; drafting supplies, \$400.00.

Current Charges and Obligations: Membership in the Institute of Traffic Engineers, \$10.00.

Equipment: Library books, \$60.00.

3. TRAFFIC SIGN INSTALLATION AND MAINTENANCE

Prepares, installs, and maintains visual mechanical control devices designed to guide and control moving and standing vehicles and pedestrians on 745.5 miles of public streets and 198 bridges; maintains all pavement markings and curb painting and supervises roping of streets for parades. Traffic signs are prepared by Paint Shop personnel.

Average annual statistics for the section are as follows: 33,000 traffic signs maintained, 2,500 new signs painted and retouched, 6,000 signs reconditioned, 210 miles of roadway safety lines painted, and 1,474 loading zones painted and maintained on curbs, involving 42,000 linear feet of painting.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
23	\$91,793 00	\$73,050 00	\$48,558 00	\$1,715 00	\$215,116 00

Personal Services: Traffic Sign Supervisor, Traffic Sign Foreman, Senior Storekeeper, 4 Painters, Heavy Motor Equipment Operator, Working Foreman Traffic Sign Maintenance Man, 14 Traffic Sign Maintenance Men. Temporary Employees: Traffic Sign Maintenance Man for seasonal roadway painting for 6 weeks, \$1,250.00. Overtime: painting of loading zones and the installation of traffic signs in the downtown area requires that the work be done on Sundays, \$2,000.00.

Contractual Services: Telephone service, \$500.00; repair of machinery and tools, \$500.00; roping of streets for parades, \$6,000.00; carfares, \$225.00; express charges, \$50.00; servicing of office equipment, \$25.00; other equipment, \$175.00; removing and installing new signs, \$17,575; painting of crosswalks, center lines, etc., \$48,000.00.

Supplies and Materials: Chemical cleaners for traffic sign plates, \$450.00; brooms, brushes, etc., \$50.00; traffic sign shop forms, \$50.00; building materials and supplies, \$5,212.00; traffic sign blanks, paints, scotchlite, \$39,000.00; general operating supplies, \$1,188.00; repair parts for spray guns, air compressor, and marking machine, \$2,050.00; tools, \$500.00; wearing apparel, \$50.00; first aid supplies, \$8.00.

Equipment: Signal equipment, \$1,600.00; cutting torch, \$50.00; sharpener, \$65.00.

4. ELECTRIC TRAFFIC SIGNAL INSTALLATION AND MAINTENANCE

Installs and maintains electric traffic control devices designed to guide and control the moving vehicles and pedestrians that use the public streets. The signals maintained include 221 sets of pretimed traffic signals, 1 set of traffic actuated signals, 88 sets of pedestrian signals, 58 warning flashers, and 3 sets of bridge signals (manuals).

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
20	\$83,774 00	\$47,005 00	\$6,858 00	\$14,795 00	\$152,432 00

Personal Services: Traffic Signal Supervisor, Assistant Traffic Signal Supervisor, Chief Traffic Signal Inspector, 4 Traffic Signal Inspectors, Principal Clerk and Typist, 2 Electrical Equipment Repairmen, 2 Working Foremen Traffic Signal Repairmen, 8 Traffic Signal Repairmen.

Contractual Services: Telephone service, \$680.00; electricity for traffic signals, \$44,625.00; repairs to machinery and tools, \$75.00; carfare and mileage, \$900.00; servicing office equipment, \$25.00; express charges, \$25.00; relocation of traffic signal posts, \$675.00.

Supplies and Materials: Cleaning material, \$200.00; miscellaneous hardware, \$400.00; traffic signal supplies, \$5,000.00; electric conduit, ground clamps, electrical supplies and tools, \$1,100.00; first aid supplies, \$8.00; record forms, \$100.00; wearing apparel, \$50.00.

Equipment: Lamps, chair, and cabinet, \$270.00; signal equipment, \$14,155.00; electrical equipment, \$212.00; miscellaneous equipment, \$158.00.

5. PARKING METER MAINTENANCE AND COLLECTIONS

Responsible for the maintenance and general surveillance of parking meter installations; paints and maintains parking meter lines and overhauls parking meter mechanisms. Collections are made from receptacles, coins are counted and recorded, and deposits made.

Average annual statistics are as follows: 8,298 parking meters maintained, 600,000 individual meter collections at rate of 75 collections per year per meter, and \$526,768 collected in meter revenues.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
38	\$149,985 00	\$6,260 00	\$16,258 00	\$237 00	\$300 00	\$173,040 00

Personal Services: Parking Meter Supervisor, Senior Parking Meter Collector, Principal Account Clerk, 9 Parking Meter Collectors, 5 Motor Equipment Operators, Parking Meter Maintenance Foreman, 12 Parking Meter Maintenance Men, Head Parking Meter Repair and Maintenance Man, 2 Parking Meter Clock Repairmen, 5 Parking Meter Repairmen.

Temporary Employees: Vacation supply, \$1,500.00. Overtime, \$1,000.00.

Contractual Services: Telephone service, \$825.00; servicing of office machines and appliances, \$25.00; Brink's Express for transporting parking meter receipts to bank, \$1,250.00; repairs and servicing of meter tools and equipment, \$1,975.00; carfares, \$660.00; periodic investigations by Pinkerton, \$1,500.00; miscellaneous freight and express charges, \$25.00.

Supplies and Materials: Household supplies, \$300.00; forms, staples, coin cup seals, carrying cases and stationery, \$1,800.00; posts, parking meter clock and repair parts, \$14,000.00; first aid supplies, \$8.00; wearing apparel, \$150.00.

Current Charges and Obligations: Premium on surety bonds, \$237.00.

Equipment: Collection carts, \$300.00.

Boston Traffic Department — Continued

6. TRAFFIC SAFETY EDUCATION

Develops a program for pedestrian and vehicular safety through public addresses, demonstrations, participation in conference groups, the use of radio, motion pictures, the press, photographs, store window displays, and street marking of fatal accident spots. A program of making radar surveys of motor vehicle speeds has been initiated to provide information for use in driver safety education. This division participates in the city's driver training school and in driver training in the Boston public schools.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
8	\$35,971 00	\$600 00	\$150 00	\$125 00	\$36,846 00

Personal Services: Director of Traffic Safety Education, Assistant Director of Traffic Safety Education, 2 Senior Traffic Investigators, 2 Driver Training Inspectors, and 2 Clerical Employees.

Contractual Services: Telephone service, \$320.00; servicing of office equipment, \$25.00; mileage, \$180.00; repair of apparatus, \$75.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$50.00; motion picture films, \$100.00.

Equipment: Bookcase, \$125.00.

D—PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services	16	\$76,213 00	\$18,050 00	\$14,058 00	\$600 00	\$400 00	\$109,321 00
2. Traffic Planning and Engineering	19	89,014 00	3,035 00	650 00	10 00	60 00	92,769 00
3. Traffic Sign Installation and Maintenance	23	91,793 00	73,050 00	48,558 00	—	1,715 00	215,116 00
4. Electric Traffic Signal Installation and Maintenance	20	83,774 00	47,005 00	6,858 00	—	14,795 00	152,432 00
5. Parking Meter Maintenance and Collections	38	149,985 00	6,260 00	16,258 00	237 00	300 00	173,040 00
6. Traffic Safety Education	8	35,971 00	600 00	150 00	—	125 00	36,846 00
TOTALS	124	\$526,750 00	\$148,000 00	\$86,532 00	\$847 00	\$17,395 00	\$779,524 00

LICENSING BOARD

1-02-52

The Licensing Board consists of three persons who are appointed by the Governor. They have authority to grant licenses for the sale of liquors and various miscellaneous licenses, and to hold hearings, upon presentation of evidence by the Police Department, relative to violations of the terms of licenses granted by the Board.

A—BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$85,829 76	\$89,206 43	\$96,555 00	\$97,168 00	\$95,800 00	
—Contractual Services . . .	4,252 86	4,293 71	9,595 00	13,845 00	8,445 00	
—Supplies & Materials . . .	5,136 72	6,366 92	6,865 00	6,865 00	6,865 00	
—Current Charges & Oblig's . . .	10,648 00	10,648 00	10,641 00	12,796 00	12,796 00	
—Equipment	1,683 27	458 44	400 00	1,500 00	1,000 00	
TOTALS	\$107,550 61	\$110,973 50	\$124,056 00	\$132,174 00	\$124,906 00	

B—DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958 \$1,745,025 00

C—PROGRAM

1. ADMINISTRATIVE AND GENERAL SERVICES

Responsible for the supervision and direction of the staff based on policies approved by the Licensing Board; conduct of hearings on applications for miscellaneous types of licenses; hearing evidence presented by the Boston Police Department on violations of regulations. Hearings are held on 750 alcoholic beverages license cases, and 250 hearings on miscellaneous licenses.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
7	\$50,053 00	\$1,645 00	\$1,370 00	\$2,560 00	\$80 00	\$55,708 00

Personal Services: Chairman, 2 Commissioners, Secretary, Executive Assistant, 2 Clerical Employees.

Overtime: To process applications and issue licenses before the New Year, \$150.00.

Contractual Services: Telephone service, \$420.00; electricity, \$120.00; servicing of office equipment, \$30.00; transportation of persons, \$700.00; witness fees, \$300.00; printing and binding, \$75.00.

Supplies and Materials: Towels, soaps, germicide, electric bulbs, \$20.00; postage, forms, cards, and stationery, \$1,350.00.

Current Charges and Obligations: Rental of office space, \$2,560.00.

Equipment: Library books, \$80.00.

2. ISSUANCE OF LIQUOR AND MISCELLANEOUS LICENSES

Processes applications and issues licenses. In 1956, there were 10,728 applications filed, 10,542 granted, 146 rejected, and 79 withdrawn. An average of 2,494 licenses were issued for innholder and common victualler; 2,166 licenses for lodging houses; 1,252 licenses for entertainment as required by Chapter 299, Acts of 1926; 633 licenses for automatic amusement devices. The remainder were miscellaneous licenses of 9 various classes.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
10	\$45,747 00	\$6,800 00	\$5,495 00	\$10,236 00	\$920 00	\$69,198 00

Personal Services: Head Administrative Clerk, 2 Head Clerks, Assistant Head Clerk, and 6 Clerical Employees. Temporary employees for emergencies, \$500.00.

Overtime: To process applications and issue licenses before the New Year, \$850.00.

Contractual Services: Telephone service, \$1,580.00; electricity, \$480.00; servicing of office equipment, \$115.00; mailing and letter service, \$50.00; circular letter, \$75.00; Stenotypist under contract, \$4,500.00.

Supplies and Materials: Custodial supplies, \$80.00; postage, forms, cards, and stationery, \$5,400.00; wrapping paper, \$15.00.

Current Charges and Obligations: Rental of water cooler, \$141.00; rental of office space, \$10,095.00.

Equipment: Library books, \$320.00; typewriters, \$600.00.

D—PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administrative and General Services . . .	7	\$50,053 00	\$1,645 00	\$1,370 00	\$2,560 00	\$80 00	\$55,708 00
Issuance of Liquor and Misc. Licenses . . .	10	45,747 00	6,800 00	5,495 00	10,236 00	920 00	69,198 00
TOTALS	17	\$95,800 00	\$8,445 00	\$6,865 00	\$12,796 00	\$1,000 00	\$124,906 00

PUBLIC WORKS DEPARTMENT

1-03-00

The department's activities are carried on by 8 divisional units; a summary of the unit appropriations in the City Maintenance Budget is given below:

Title	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
Central Office	\$61,611 68	\$66,536 29	\$73,005 00	\$75,450 00	\$72,550 00	
Bridge Service	1,104,742 89	834,691 63	766,425 00	818,724 00	775,499 00	
Paving Service	1,512,577 24	1,540,005 65	1,713,975 00	1,784,602 00	1,634,925 00	
Survey Division	117,717 27	116,152 72	111,000 00	104,201 00	102,700 00	
Lighting Service	1,427,557 97	1,506,630 87	1,593,995 00	1,717,556 00	1,704,382 00	
Sewer Service	911,135 68	905,067 79	745,573 00	1,003,427 00	784,558 00	
Sanitary Service	4,811,648 42	4,843,072 35	4,911,169 00	5,359,865 00	5,083,685 00	
Automotive Division	629,663 45	677,500 16	716,780 00	753,964 00	644,880 00	
TOTALS	\$10,576,654 60	\$10,489,657 46	\$10,631,922 00	\$11,617,789 00	\$10,803,179 00	

The foregoing statistics are combined in the following summary by objects of expenditure:

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services	\$5,104,649 08	\$5,129,406 77	\$5,207,220 00	\$5,901,443 00	\$5,524,927 00	
2—Contractual Services	4,212,116 75	4,354,744 18	4,466,291 00	4,633,304 00	4,574,026 00	
3—Supplies & Materials	358,819 42	409,136 56	381,805 00	481,588 00	413,070 00	
4—Current Charges & Oblig's	14,119 03	13,378 04	13,196 00	14,451 00	14,296 00	
5—Equipment	5,903 90	13,965 58	81,410 00	95,003 00	16,860 00	
7—Structures & Improvements	801,210 52	568,926 33	482,000 00	492,000 00	260,000 00	
8—Land & Improvements	79,835 00	100 00	—	—	—	
TOTALS	\$10,576,653 70	\$10,489,657 46	\$10,631,922 00	\$11,617,789 00	\$10,803,179 00	

In addition to the above, the Public Works Department includes the following activities which are shown in the Income Section of the budget: Automotive Division, Water Section; Sumner Tunnel; Water Service. In the pages that follow the detail applicable to each of the 8 divisional units of the department is presented.

CENTRAL OFFICE, PUBLIC WORKS DEPARTMENT

1-03-51

The Central Office is the administrative office of the Public Works Department and includes personnel to assist the Commissioner in the management and control of the activities performed by the several divisions of the department; establishes policies for the department, executes departmental contracts, keeps personnel records, and prepares statistical reports.

A—BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
Personal Services . . .	\$60,305 23	\$64,206 04	\$68,700 00	\$70,965 00	\$68,615 00	
Contractual Services . .	261 74	923 34	2,775 00	2,850 00	2,800 00	
Supplies & Materials . .	953 71	1,337 91	1,400 00	1,500 00	1,000 00	
Current Charges & Oblig's	46 00	24 00	55 00	60 00	60 00	
Equipment	45 00	45 00	75 00	75 00	75 00	
TOTALS	\$61,611 68	\$66,536 29	\$73,005 00	\$75,450 00	\$72,550 00	

B—DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958	\$2,000 00
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C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
12	\$68,615 00	\$2,800 00	\$1,000 00	\$60 00	\$75 00	\$72,550 00

Personal Services: Commissioner of Public Works, Associate Civil Engineer, Senior Civil Engineer, Executive Secretary, Personnel Officer and Assistant, Contract Supervisor, and 5 Clerical Employees.

Contractual Services: Telephone service, \$150.00; travel expenses, attendance at conventions, \$150.00; binding contracts, etc., \$100.00; professional services, public relations, \$2,400.00.

Supplies and Materials: Forms, cards, and stationery, \$700.00; postage, \$300.00.

Current Charges and Obligations: Membership fees and subscriptions, \$50.00; premiums on surety bonds, \$10.00.

Equipment: Library books, \$75.00.

BRIDGE SERVICE, PUBLIC WORKS DEPARTMENT

1-03-11

The Bridge Service operates and maintains 8 drawbridges, 35 fixed bridges, and 14 footbridges wholly under the control of the City of Boston and 30 additional bridges owned jointly by the city and other agencies such as railroad and neighboring communities.

Studies are made of the need for additional bridges, and preliminary designs are prepared.

The total length of bridges maintained is approximately 60,000 lineal feet, and the total area is approximately 135,000 square yards.

A—BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$674,507 19	\$657,287 14	\$658,000 00	\$704,017 00	\$663,500 00	
2—Contractual Services . .	20,077 37	17,114 62	18,420 00	18,929 00	18,374 00	
3—Supplies & Materials . .	20,071 63	17,642 27	18,650 00	19,625 00	17,550 00	
4—Current Charges & Oblig's	454 87	386 92	755 00	575 00	575 00	
5—Equipment	395 80	208 09	600 00	578 00	500 00	
7—Structures & Improvements	389,236 03	142,052 59	70,000 00	75,000 00	75,000 00	
TOTALS	\$1,104,742 89	\$834,691 63	\$766,425 00	\$818,724 00	\$775,499 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958	<u>\$3,616 00</u>
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C—PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of activities; provides financial and clerical services.

Personal Services	Supplies	Total
No. Amount	Materials	
6 \$30,243 00	\$600 00	\$30,843 00

Personal Services: Division Engineer, Head Clerk, 4 Clerical Employees.

Supplies and Materials: Postage, \$250.00; cards, forms, and stationery, \$350.00.

2. CONSTRUCTION, RECONSTRUCTION, AND REPAIR OF BRIDGES BY CONTRACT

Performs structural designing, makes engineering studies and surveys, prepares plans and contracts for construction and repair of bridges, inspects and reports on work done, and prepares payments to contractors.

Personal Services	Contractual	Supplies	Current	Equipment	Total
No. Amount	Services	Materials	Charges		
16 \$58,698 00	\$490 00	\$1,160 00	\$15 00	\$53 00	\$60,416 00

Personal Services: Principal Civil Engineer, 3 Senior and 4 Assistant Civil Engineers, 4 Junior Civil and Junior Mechanical Engineers, 3 Bridge Construction Inspectors, and 1 Engineering Aid. Overtime, \$1,275.00.

Contractual Services: Servicing office appliances, \$30.00; travel expense, \$210.00; printing, binding contracts and annual report, \$250.00.

Supplies and Materials: Cards, forms and stationery, \$700.00; blueprint paper and tracing cloth, \$360.00; engineering instruments, \$100.00.

Current Charges and Obligations: Dues and subscriptions, \$15.00.

Equipment: Library, \$53.00.

3. OPERATION OF DRAWBRIDGES

Operates 8 drawbridges; keeps record of water-borne traffic passing through each draw; inspects, cleans, and oils bridge equipment.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Total
114	\$457 700 00	\$15,624 00	\$13,495 00	\$560 00	\$120 00	\$75,000 00	\$562,569 00

Personal Services: Senior Civil Engineer, Supervisor-Drawtender, 8 Drawtenders, 28 First Assistants, and 75 Assistants, Principal Account Clerk. Temporary Assistants, \$10,000.00. Overtime, \$5,695.00.

Contractual Services: Telephone service, \$524.00; light, heat and power, \$6,435.00; electrical repairs to motors, switches, etc. \$3,660.00; emergency repairs to bridges and yard facilities, \$1,670.00; repairs to machinery and tools, \$1,400.00; miscellaneous repairs to bridge equipment, \$250.00; travel expenses, \$15.00; professional inspections and divers, service, \$1,600.00; service of flagmen at railroad crossings, \$70.00.

Supplies and Materials: Fuel and heating supplies, \$2,725.00; medical first aid supplies, \$30.00; postage, \$100.00; cards, forms, stationery, \$100.00; building supplies: lumber, \$6,800.00; hardware, \$800.00; lubricating oils and greases, \$924.00; repair parts and materials, \$1,700.00; wearing apparel, \$116.00; tools and instruments, \$200.00.

Current Charges: Water taxes, City of Chelsea, \$260.00; rental of land, New York, New Haven & Hartford Railroad, \$300.00.

Equipment: Drawtenders' chairs, \$120.00.

Structures and Improvements:

Summer Street Bridge — Reserved Channel							
Repairing Draw Span Deck							\$25,000 00
Charlestown Bridge							
Fender repairs							15,000 00
Broadway Bridge							
Filing ends, etc.							10,000 00
Sprague Street Bridge							
Deck repairs							10,000 00
Miscellaneous Bridge Repairs							15,000 00
TOTAL							\$75,000 00

4. MAINTENANCE AND REPAIR OF BRIDGES BY DIVISION FORCES

Makes ordinary repairs to all bridges, including carpentry, mechanical, electrical, and painting.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
30	\$116,789 00	\$2,260 00	\$2,295 00	\$327 00	\$121,671 00

Personal Services: Painter Foreman, 18 Mechanics, including Carpenters, Painters, etc., 6 Motor Equipment Operators, Yardman, and 4 Laborers. Overtime, \$1,530.00.

Contractual Services: Telephone service, \$526.00; electric and gas service, \$489.00; repairs to buildings, \$670.00; repair and maintenance of office machines, \$320.00; travel expenses, \$175.00; cleaning, towel service, \$25.00; freight and express, \$5.00; miscellaneous, \$50.00.

Supplies and Materials: Fuel oil, \$1,575.00; custodial supplies, \$400.00; first aid supplies, \$20.00; postage, \$50.00; cards, forms, and stationery, \$250.00.

Equipment: Atomlites, \$60.00; fire hose, \$150.00; fire extinguishers, \$117.00.

D—PROGRAM SUMMARY

	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Total
Administrative and General Services	6	\$30,243 00	—	\$600 00	—	—	—	\$30,843 00
Construction, Reconstruction, and Repair of Bridges by Contract . .	16	58,698 00	\$490 00	1,160 00	\$15 00	\$53 00	—	60,416 00
Operation of Drawbridges	114	457,770 00	15,624 00	13,495 00	560 00	120 00	\$75,000 00	562,569 00
Maintenance and Repair of Bridges by Division Forces	30	116,789 00	2,260 00	2,295 00	—	327 00	—	121,671 00
TOTALS	166	\$663,500 00	\$18,374 00	\$17,550 00	\$575 00	\$500 00	\$75,000 00	\$775,499 00

PAVING SERVICE, PUBLIC WORKS DEPARTMENT

1-03-12

The Paving Service is responsible for the design and construction of streets, reconstruction, repair, and maintenance of existing streets, the installation and maintenance of street signs, processing of applications concerning projections on public highways, and the issuance of permits.

There are 738 miles of streets maintained. When streets are constructed under the provisions of Chapter 90 of the General Laws, approximately one half of the cost is borne by the Commonwealth. Twelve district yards make repairs to street and sidewalk surfaces. There are 39,000 street signs and 775 hero square signs.

A — BUDGET SUMMARY

Group	1955		1956		1957		1958 Budget		Approved
	Expenditures		Expenditures		Appropriations		Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$1,125,886	80	\$1,136,059	50	\$1,154,000	00	\$1,354,997	\$1,290,500	00
2—Contractual Services . . .	14,376	82	10,197	34	7,900	00	9,200	8,000	00
3—Supplies & Materials . . .	118,826	70	121,407	87	138,175	00	150,275	147,175	00
4—Current Charges & Oblig's	99	00	101	50	200	00	450	300	00
5—Equipment	822	97	—	—	1,700	00	4,680	3,950	00
7—Structures & Improvements	252,564	95	272,239	44	412,000	00	265,000	185,000	00
TOTALS	\$1,512,577	24	\$1,540,005	65	\$1,713,975	00	\$1,784,602	\$1,634,925	00

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958	\$180,833 00
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C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of activities; prepares payments to contractors for work done; provides general financial and clerical services.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
14	\$70,434 00	\$480 00	\$1,902 00	\$44 00	\$900 00	\$73,760 00

Personal Services: Division Engineer, Assistant, Chief Highway Engineer, Head Clerk, and 10 Clerical Employees. Temporary, \$286.00 Overtime, \$200.00.

Contractual Services: Repairs and servicing of engineering equipment, \$180.00; advertising, \$50.00; printing and binding, \$250.00

Supplies and Materials: Medical, first aid supplies, \$2.00; postage, \$1,000.00; forms, cards, stationery, \$900.00.

Current Charges and Obligations: Dues and subscriptions, \$44.00.

Equipment: Typewriter, \$200.00; steel cabinets, \$700.00.

2. ISSUANCE OF PERMITS

Processes applications and issues approximately 10,000 permits for opening and obstructing portions of streets principally by public service corporations and city departments concerned with underground facilities; processes applications and arranges hearings, when necessary, for permits for approximately 17,000 signs and for approximately 400 licenses for sidewalk stands.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
24	\$107,490 00	\$1,130 00	\$2,253 00	\$80 00	\$110,953 00

Personal Services: Permit Supervisor, Assistant Permit Supervisor, Chief Encroachment Investigator, Senior Encroachment Investigator, 5 Inspectors, 5 Principal Clerks, 7 Encroachment Investigators, 2 Cashiers, Constable.

Contractual Services: Telephone service, \$70.00; repairing and servicing equipment, \$360.00; travel expenses, \$600.00; printing and binding, \$100.00.

Supplies and Materials: Medical first aid supplies, \$3.00; postage, \$250.00; forms, cards, and stationery, \$2,000.00.

Current Charges and Obligations: Premium on bonds, \$80.00.

3. CONSTRUCTION AND RECONSTRUCTION OF STREETS BY CONTRACT

Prepares plans and contracts for roadway and sidewalk construction work; engineering parties furnish line and grade, supervise work done by contractors, and certify payments; inspectors are assigned to streets to assure that work is performed in accordance with specifications and report daily on work progress; operates a laboratory for testing cores taken from roadways and sidewalks constructed; a finals section keeps independent records of work done and certifies final payments to contractors.

Personal Services No.	Contractual Amount	Supplies Services	Current Materials	Charges	Equipment	Structures Improvements	Total
75	\$140,500 00	\$960 00	\$2,052 00	\$136 00	\$1,450 00	\$175,000 00	\$320,098 00

Personal Services:

Design Section: 3 Assistant Civil Engineers, Junior Civil Engineer, 2 Senior Engineering Aids, Principal Clerk and Typist.
Engineering Construction Section: 10 Assistant and 3 Junior Civil Engineers, 14 Engineering Aids.
Construction Inspection Section: Superintendent of Highway Construction, Chief Highway Construction Inspector, 29 Highway Construction Inspectors, 2 Motor Equipment Operators and Laborers.
Finals Section: 2 Assistant Civil Engineers, Junior Civil Engineer, Senior Engineering Aid, Maintenance Mechanic, Paver, 2 Equipment Operators and Laborers. Overtime, \$4,500 00.
Contractual Services: Telephone service, \$35.00; repairs and servicing of equipment, \$225.00; travel expenses, \$600; towel service, \$50.00; printing and binding, \$50.00.
Supplies and Materials: Medical first aid supplies, \$2.00; postage, \$150.00; forms, cards, stationery, \$650.00; building supplies, \$1,000.00; electrical supplies, \$100.00; wearing apparel, \$100.00; miscellaneous supplies, \$50.00.
Current Charges and Obligations: Dues and subscriptions, \$36.00; premium on bonds, \$100.00.
Equipment: Transit, \$900.00; core barrels, heads, adaptors, \$550.00.
Structures and Improvements: Reconstruction of streets, \$25,000.00; construction and reconstruction of sidewalks, \$150,000.00.

4. MAINTENANCE AND REPAIR OF STREETS AND SIDEWALKS BY DIVISION FORCES

Personal Services No.	Contractual Amount Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Total	
258	\$972,076 00	\$5,430 00	\$140,968 00	\$40 00	\$1,600 00	\$10,000 00	\$1,130,114 00

Personal Services: Superintendent of Highway Maintenance, 12 District Foremen, 28 Inspectors, 54 Mechanics, including Pavers, Painters, Roller Operators, etc., 3 Yardmen, 61 Motor Equipment Operators and Laborers, Traffic Sign Maintenance Man, Senior Clerk Typist, 97 Laborers. Temporary, \$2,714.00. Overtime, \$2,800.00.
Contractual Services: Telephone service, \$3,395.00; electric service, \$800.00; repairs: electrical, \$100.00; plumbing, \$100.00; oil burners, \$200.00; roofs, \$100.00; miscellaneous repairs, \$100.00; repairing and servicing equipment, \$135.00; advertising, \$25.00; printing and binding, \$475.00.
Supplies and Materials: Fuel, \$6,500.00; custodial supplies, \$150.00; medical first aid supplies, \$18.00; postage, \$100.00; forms, cards, and stationery, \$450.00; cold bituminous patch, \$41,640.00; hot bituminous patch, \$42,600.00; cement, \$8,600.00; crushed stone and sand, \$5,060.00; concrete ready mix, \$26,040.00; street asphalt, \$3,500.00; lamp black, \$605.00; miscellaneous supplies, \$5,705.00.
Current Charges and Obligations: Insurance for boiler, \$40.00.
Equipment: Pavement breakers, \$1,600.00.
Structures and Improvements: Street signs, \$10,000.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Contractual Amount	Supplies Services	Current Materials	Equipment Charges	Structures Improvements	Total
Administrative and General Services	14	\$70,434 00	\$480 00	\$1,902 00	\$44 00	\$900 00	\$73,760 00
Issuance of Permits . .	24	107,490 00	1,130 00	2,253 00	80 00	—	110,953 00
Construction and Reconstruction of Streets and Sidewalks by Contract	75	140,500 00	960 00	2,052 00	136 00	1,450 00	320,098 00
Maintenance and Repair of Streets and Sidewalks by Division Forces	258	972,076 00	5,430 00	140,968 00	40 00	1,600 00	1,130,114 00
TOTALS	371	\$1,290,500 00	\$8,000 00	\$147,175 00	\$300 00	\$3,950 00	\$1,634,925 00

SURVEY DIVISION, PUBLIC WORKS DEPARTMENT

1-03-14

The Survey Division performs engineering services for the various divisions of the Public Works Department and other city departments. It also performs the administrative and engineering work required by the Public Improvement Commission for its operation.

The principal engineering duties include making plans and estimates for the laying out and improvement of public highways; making surveys relating to the maintenance of street line location records; taking easements for sewerage works; staking out lines and grades for the construction of highways, sewerage, etc; making property surveys of land to be acquired by the city by eminent domain; and making engineering surveys and plans required by other city departments.

The administrative functions performed for the Public Improvement Commission include the processing of petitions; arranging for public hearings, preparing orders to carry out the decisions of the commission, and maintaining the record and files.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$108,418 72	\$107,041 88	\$100,400 00	\$91,885 00	\$90,750 00	
2—Contractual Services . . .	2,657 14	2,059 81	2,900 00	3,801 00	3,500 00	
3—Supplies & Materials . . .	6,061 89	6,796 22	6,200 00	7,065 00	7,000 00	
4—Current Charges & Oblig's . . .	109 00	12 00	—	—	—	
5—Equipment	470 52	242 81	1,500 00	1,450 00	1,450 00	
TOTALS	\$117,717 27	\$116,152 72	\$111,000 00	\$104,201 00	\$102,700 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958 None

C—PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Supervision and direction of activities; processes petitions, schedules hearings, prepares orders and records of the Public Improvement Commission for land damages, street and sewer betterments, and eminent domain takings; perform general financial and clerical services.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
8	\$38,072 00	\$1,230 00	\$1,250 00	\$100 00	\$40,652 00

Personal Services: Chief Engineer, Executive Secretary, Assistant, Head Clerk, and 1 Clerical Employees.

Contractual Services: Repair and maintenance of office machines, \$300.00; travel expense, \$480.00; printing and binding, \$400.00; duplicating services, \$50.00.

Supplies and Materials: Postage, \$250.00; cards, forms, and stationery, \$1,000.00.

Equipment: Library directory, \$100.00.

2. ENGINEERING SURVEYS AND PREPARATION OF PLANS FOR PUBLIC IMPROVEMENTS

Makes surveys and prepares plans for the layout and widening of public ways, easements for sewerage works and eminent domain takings; maintains street line records for use of surveyors, builders, and property owners; prepares reports on construction costs, land damages, and betterments; does photostatic reproduction work for Public Works Department and other city departments.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
33	\$52,678 00	\$2,270 00	\$5,750 00	\$1,350 00	\$62,048 00

Personal Services: Performance under this program is divided among the following sections:

Office Engineering Section: Principal Civil Engineer, 4 Engineering Aids.

Field Engineering Section: Principal Civil Engineer, 9 Assistant Civil Engineers, 5 Junior Civil Engineers, 7 Senior Engineering Aids, 3 Junior Engineering Aids.

Photostat Section: Head Photostat Operator and 2 Photostat Operators.

Overtime on surveys of off-street parking facilities, \$750.00.

Contractual Services: Repair of engineering instruments, \$600.00; travel expense, \$1,620.00; printing photographs, \$25.00; recording at Registry of Deeds, \$25.00.
Supplies and Materials: Cards, forms, and stationery, \$750.00; tracing, drawing, ozalid, and blueprint paper and tracing cloth, \$4,460.00; engineering supplies, \$500.00; engineering tools and instruments, \$40.00.
Equipment: Engineering books, \$50.00; plan file cabinet, \$1,000.00; engineering and scientific equipment, \$300.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
Administrative and General Services . .	8	\$38,072 00	\$1,230 00	\$1,250 00	\$100 00	\$40,652 00
Engineering Surveys and Preparation of Plans for Public Improvements . .	33	52,678 00	2,270 00	5,750 00	1,350 00	62,048 00
TOTALS	41	\$90,750 00	\$3,500 00	\$7,000 00	\$1,450 00	\$102,700 00

LIGHTING SERVICE, PUBLIC WORKS DEPARTMENT

1-03-21

The Lighting Service is responsible for the installation, operation, and maintenance by contractors of the street lighting facilities throughout the city, and for the program of replacing gas lights with electric lighting facilities. There are 870 miles of streets lighted by 25,833 electric lamps and 2,709 gas lamps. It is planned to install 680 electric lamps in place of gas lights in 1958.

A — BUDGET SUMMARY

Group	1958 Budget					
	1955 Expenditures	1956 Expenditures	1957 Appropriations	Requested by Department	Recommended by Mayor	Approved
-Personal Services	\$19,603 30	\$21,626 30	\$25,320 00	\$44,336 00	\$40,262 00	
-Contractual Services . . .	1,406,009 87	1,478,599 55	1,558,025 00	1,656,550 00	1,651,450 00	
-Supplies & Materials . . .	1,710 02	6,234 25	6,350 00	11,350 00	7,350 00	
-Current Charges & Oblig's .	—	—	—	1,020 00	1,020 00	
-Equipment	234 78	170 77	4,300 00	4,300 00	4,300 00	
TOTALS	\$1,427,557 97	\$1,506,630 87	\$1,593,995 00	\$1,717,556 00	\$1,704,382 00	

B—DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958 — damaged lamps \$500 00

C — PROGRAM

1. INSTALLATION AND MAINTENANCE OF STREET LIGHTING FACILITIES

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
6	\$40,262 00	\$1,651,450 00	\$7,350 00	\$1,020 00	\$4,300 00	\$1,704,382 00

Personal Services: 2 Assistant Electrical Engineers, 2 Electricians, Inspector, and Clerk. Temporary, \$11,960.00. Overtime, \$500.00.

Contractual Services: Operating cost, including maintenance for 21,301 electric street lights, \$1,480,000.00; operating cost including maintenance for 966 street lights (Boston Gas Company), \$80,000.00; operating cost for 1,000 gas lamps, \$15,000.00; operating cost for pedestrian footways, underpasses, overpasses, \$4,000.00; maintenance of lighting and operating costs on Fitzgerald Expressway, \$25,000.00; operating and maintenance cost 120 spotlights, \$2,700.00; removal of abandoned gas lamps, \$10,000.00; repair, relocation and replacement, \$24,000.00; travel expenses, \$750.00; installation of 20 additional lights, \$9,000.00; advertising, \$100.00.

Supplies and Materials: Forms, cards, and stationery, \$350.00; electrical and gas light supplies, \$7,000.00.

Current Charges and Obligations: Rental of storage space for use of calibrating equipment, \$1,020.00.

Equipment: Office furniture and equipment, \$300.00; spotlight poles \$4,000.00.

SEWER SERVICE, PUBLIC WORKS DEPARTMENT

1-03-31

The Sewer Service is responsible for the disposal of the industrial, commercial, and domestic wastes of the city as well as the disposal of storm and surface waters from the highways. The accomplishment of these purposes requires that it be a member of both the North and South Metropolitan Sewerage Systems and to maintain its own disposal plant. The latter plant maintains a pumping station and storage basins for the disposal of about 112,000,000 gallons of sewage per day. Two minor pumping stations are also in operation. It maintains 1,322.23 miles of common sewers and surface drains and 24,522 catch basins.

The Sewer Service carries on a sewer construction program amounting to between \$500,000 and \$1,000,000 annually which is financed by bond issues. Abutting properties are assessed for sewer construction, but not for maintenance, the cost of which is borne by the annual budget.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$585,347 59	\$568,663 89	\$557,000 00	\$640,431 00	\$594,000 00	
2—Contractual Services . .	144,456 61	159,316 34	170,500 00	191,186 00	171,000 00	
3—Supplies & Materials . .	20,860 99	21,067 39	16,455 00	17,847 00	17,595 00	
4—Current Charges & Oblig's	816 10	896 35	933 00	978 00	978 00	
5—Equipment	244 85	489 52	685 00	985 00	985 00	
7—Structures & Improvements	159,409 54	154,634 30	—	152,000 00	—	
TOTALS	\$911,135 68	\$905,067 79	\$745,573 00	\$1,003,427 00	\$784,558 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958 \$34,640 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Supervision and direction of activities; provides general financial and clerical services.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
9	\$44,964 00	\$30 00	\$383 00	\$200 00	\$45,577 00

Personal Services: Division Engineer, Head Administrative Clerk, Head Clerk, 5 Clerical Employees, and Photostat Operator.

Contractual Services: Binding ledger sheets, \$30.00.

Supplies and Materials: Postage, \$45.00; forms, cards, and stationery, \$277.00; blue print paper, \$61.00.

Equipment: Steel file cabinets, \$200.00.

2. DESIGN OF SEWERAGE WORKS AND SUPERVISION OF CONSTRUCTION CONTRACTS

Responsible for hydraulic and structural design of major sewer structures; performs field and office work required for sewer construction work done by contractors, including surveys, plans, preparation of contracts, and supervision and inspection of contract work.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
43	\$42,155 00	\$71,600 00	\$1,172 00	\$8 00	\$115 00	\$115,050 00

Personal Services: Performance under this program is divided between the following sections:

Engineering and Construction Section: 3 Principal, 1 Senior, 12 Assistant, and 2 Junior Civil Engineers, 4 Engineering Aids, Chief Sewer Construction Inspector, 14 Inspectors, and 1 Laborer.

Design Engineering Section: Principal Civil Engineer, 2 Assistant Civil Engineers, Junior Civil Engineer, and a Repairman.

Contractual Services: Telephone service, \$100.00; repairs to sewer openings, guaranteed pavements, \$1,000.00; emergency repairs to sewer and catch basins, \$15,000.00; cleaning catch basins, \$55,000.00; travel expenses, \$300.00; advertising, \$150.00; binding contract books, \$50.00.

Supplies and Materials: Postage, \$15.00; forms, cards, stationery, \$860.00; engineering supplies and accessories, \$297.00.

Current Charges and Obligations: Dues and subscriptions, \$8.00.

Equipment: Steel file cabinet, \$100.00; miscellaneous engineering books, \$15.00.

3. MAINTENANCE AND REPAIR OF SEWER SYSTEM BY DISTRICT FORCES

Crews in district yards answer complaints; clean catch basins and sewers, repair sewers, manholes and catch basins; rvice and repair tidegates.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
86	\$318,755 00	\$2,763 00	\$6,530 00	\$200 00	\$670 00	\$328,918 00

Personal Services: Superintendent of Maintenance, Tidegate Foreman, 4 District Foremen, 5 Inspectors, 6 Working Foremen, Carpenter, 5 Bricklayers, 9 Catch-Basin Machine Operators, 3 Tidegate Repairmen, Heavy Equipment Operator, 17 Sewer Cleaners, 2 Yardmen, 19 Motor Equipment Operators, and 12 Laborers. Overtime, \$4,500.00.

Contractual Services: Telephone service, \$2,277.00; electric service, \$336.00; repairing wheat lights, \$50.00; towel service for sewer yards, \$100.00.

Supplies and Materials: Heating supplies, \$1,338.00; laundry, cleaning and custodial supplies, \$120.00; medical first aid supplies, \$20.00; postage, \$90.00; forms, cards, and stationery, \$551.00; lumber, paint, and hardware, \$194.00; general operating supplies, \$800.00; repair parts, tools and instruments, \$750.00; wearing apparel, \$304.00; public works supplies and materials, \$2,120.00; boat hooks, \$60.00; miscellaneous, \$183.00.

Current Charges and Obligations: Hire of equipment for emergency sewer work, \$200.00.

Equipment: Flushing bags, \$150.00; fire-fighting equipment, hose, \$400.00; wheat lights, \$120.00.

4. OPERATION AND MAINTENANCE OF DISPOSAL WORKS

Operates pumping stations for disposal of sewage and storm water on a 24-hour basis; makes mechanical and electrical repairs to sewage pumps.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
35	\$151,683 00	\$95,720 00	\$9,164 00	\$770 00	\$257,337 00

Personal Services: Chief Engineer, District Foreman, 4 Pumping Station Engineers, 6 Gatemen, 2 Electrician-Operators, Principal Clerk, Screen Operator, Oiler, 10 Steam Firemen, 4 Maintenance Men, 4 Motor Equipment Operators and Laborers.

Contractual Services: Telephone service, \$751.00; electric service, \$87,664.00; roofing and masonry repairs, \$1,000.00; repairs four pumps at Calf Pasture, \$5,935.00; inspection and maintenance high tension switches at pumping station, \$300.00; towel service, \$70.00.

Supplies and Materials: Ice for drinking water, \$25.00; coal and fuel oil, \$6,862.00; laundry and cleaning supplies, \$220.00; medical first aid supplies, \$10.00; postage, \$15.00; forms, cards, stationery, \$101.00; building supplies and materials, \$320.00; repair parts, nonautomotive, \$1,611.00.

Current Charges and Obligations: Real estate tax, City of Quincy, \$770.00.

5. ISSUANCE OF PERMITS AND MAINTENANCE OF RECORD PLANS

Issues permits for sewer work, laying and repair of house drains, keeps sewer record plans, prepares assessment plans, pects house drain work, investigates complaints, and prepares reports on cases involving possible damage suits ainst the city.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
7	\$36,443 00	\$887 00	\$346 00	\$37,676 00

Personal Services: Principal Civil Engineer, Assistant Civil Engineer, Chief Inspector, 2 Inspectors, Engineering Aid, Principal Clerk.

Contractual Services: Telephone service, \$72.00; servicing office machine, \$15.00; travel expenses, \$800.00.

Supplies and Materials: Cards, forms, and stationery, \$346.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administrative and General Services	9	\$44,964 00	\$30 00	\$383 00	—	\$200 00	\$45,577 00
Design of Sewerage Works and Super- vision of Construction Contracts	43	42,155 00	71,600 00	1,172 00	\$8 00	115 00	115,050 00
Maintenance and Repair of Sewer Sys- tem by District Forces	86	318,755 00	2,763 00	6,530 00	200 00	670 00	328,918 00
Operation and Maintenance of Disposal Works	35	151,683 00	95,720 00	9,164 00	770 00	—	257,337 00
Issuance of Permits and Maintenance of Record Plans	7	36,443 00	887 00	346 00	—	—	37,676 00
TOTALS	180	\$594,000 00	\$171,000 00	\$17,595 00	\$978 00	\$985 00	\$784,558 00

SANITARY SERVICE, PUBLIC WORKS DEPARTMENT

1-03-41

The Sanitary Service has charge of the collection and removal of ashes, garbage, and refuse, and the cleaning and flushing of 736 miles of streets. Refuse collection is performed by contractors, and street cleaning is done by department forces.

A — BUDGET SUMMARY

Group	1955		1956		1957		Requested by Department	1958 Budget		Approved
	Expenditures		Expenditures		Appropriations			Recommended by Mayor		
1—Personal Services . . .	\$2,105,923	25	\$2,162,055	56	\$2,212,000	00	\$2,573,311	00	\$2,370,000	00
2—Contractual Services . .	2,582,092	30	2,623,405	36	2,655,541	00	2,686,572	00	2,664,172	00
3—Supplies & Materials . .	41,144	03	50,577	87	40,825	00	88,459	00	43,250	00
4—Current Charges & Oblig's	509	37	238	79	253	00	663	00	663	00
5—Equipment	2,144	47	6,694	86	2,550	00	10,860	00	5,600	00
7—Structures & Improvements	—		—		—		—		—	
8—Land & Nonstructural Im- provements to Land . .	79,835	00	100	00	—		—		—	
TOTALS	\$4,811,648	42	\$4,843,072	44	\$4,911,169	00	\$5,359,865	00	\$5,083,685	00

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958 \$5,215 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of activities; provides financial and clerical services.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
11	\$59,919 00	\$960 00	\$1,300 00	\$53 00	\$600 00	\$62,832 00

Personal Services: Division Engineer, Chief Engineer, General Superintendent, Head Clerk, Senior Public Relations Representative, and 6 Clerical Employees.

Contractual Services: Servicing of office equipment, \$100.00; mimeographing and photographing, \$200.00; printing and binding, \$400.00; blueprinting, \$260.00.

Supplies and Materials: Postage, \$250.00; cards, forms, and stationery, \$1,050.00.

Current Charges and Obligations: Dues and subscriptions, \$43.00; automobile registration fees, \$10.00.

Equipment: Typewriter, \$450.00; Library, \$150.00.

2. COLLECTION AND DISPOSAL OF WASTE

Responsible for the collection of waste by contractors in the several districts of the city and the disposal of refuse at dumps and disposal stations for scows; approximately 1,600,000 cubic yards of rubbish and 110,000 cubic yards of garbage are removed and disposed of annually.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
78	\$346,463 00	\$2,623,712 00	\$2,245 00	\$535 00	\$1,500 00	\$2,974,455 00

Personal Services: 11 District Supervisors, 2 District Foremen, 32 Inspectors, 2 Bulldozer Operators, 13 Motor Equipment Operators, 17 Laborers, 1 Supervisor of Dumps. Overtime, \$8,000.00.

Contractual Services: Telephone service, \$2,000.00; electric and gas service, \$500.00; collection of garbage and waste, \$2,250,552.00; disposal of garbage and waste, \$321,720.00; hire of dumps, \$37,500.00; repairs, roofing, Hancock Street, \$1,000.00; repairs to decks and ramps, \$2,000.00; repairs, Victory Road, \$3,000.00; advertising and posting, \$500.00; professional and technical services, \$1,500.00; rat control, \$1,540.00; cleanup signs, \$1,900.00.

Supplies and Materials: Fuel, \$990.00; cleaning and custodial supplies, \$250.00; medical, first aid supplies, \$25.00; miscellaneous supplies and materials, \$200.00; public works supplies and materials, \$780.00.

Current Charges and Obligations: Dump permit fees, \$400.00; vehicle plates for transportation permittees, \$60.00; rent, Gibson Street Yard, \$75.00.

Equipment: Electric fan, \$50.00; chairs, \$50.00; fire-fighting equipment, \$1,000.00; miscellaneous equipment, \$400.00.

3. CLEANING PUBLIC WAYS BY DIVISION FORCES

Responsible for manual and mechanical street-cleaning operations with 25 sweepers, 6 flushers, 100 trucks, 350 island-type, and 50 Dempster-type waste receptacles and 100 pushcarts. Residential areas are cleaned weekly and downtown streets daily.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
491	\$1,759,627 00	\$23,595 00	\$25,664 00	\$75 00	\$2,200 00	\$1,811,161 00

Personal Services: Superintendent, 3 District Supervisors, 5 District Foremen, 35 Inspectors, 2 Working Foremen, 59 Heavy Motor Equipment Operators, 94 Motor Equipment Operators, 286 Laborers, and 6 Constables. Overtime, \$29,000.00.

Contractual Services: Telephone service, \$2,400.00; electric and gas service, \$1,200.00; miscellaneous repairs, \$2,445.00; attaching sweeper hose couplings, \$150.00; refills for sweeper broom cores, \$13,950.00; travel expense, \$200.00; towel service, \$350.00; signs, \$1,700.00; cleaning coveralls, \$1,200.00.

Supplies and Materials: Parts for mechanical sweepers, including broom cores, conveyor side plates, dirt shoes, etc., \$11,000.00; coal and fuel oil, \$2,444.00; custodial supplies, \$250.00; miscellaneous supplies, fertilizer seed, pushcart barrels, catchall bags, badges, 15-ton gutter broom wire, \$6,900.00; lumber, roofing materials, \$4,000.00; miscellaneous tools and instruments, \$1,070.00.

Current Charges and Obligations: Rent, Gibson Street Yard, \$75.00.

Equipment: Office furniture, \$100.00; pushcarts for street-cleaning patrols, \$2,100.00.

4. MAINTENANCE AND REPAIR OF EQUIPMENT AND FACILITIES

Repairs motor-sweeping equipment and street receptacles; attaches, removes, and repairs snowplows; repairs district yard facilities; receives, stores, and issues stock to district yards.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
56	\$203,991 00	\$15,905 00	\$14,041 00	\$1,300 00	\$235,237 00

Personal Services: Supervisor, Principal Storekeeper, 3 Foremen, Inspector, Working Foreman-Welder, 8 Blacksmiths, 2 Welders, 6 Carpenters, 10 other Mechanics, including Bricklayer, Sheet Metal Worker, etc., 2 Heavy Motor Equipment Operators, 4 Motor Equipment Operators, 13 Mechanics' Helpers, 4 Laborers. Overtime, \$3,000.

Contractual Services: Telephone service, \$600.00; electric and gas service, \$3,300.00; carpenter and blacksmith shops, Albany Street, \$3,000.00; repairs at district yards, \$2,000.00; plumbing and heating, Albany Street, \$4,000.00; renew blower system, \$1,500.00; machinery and tool repairs, \$355.00; repairs to miscellaneous equipment such as lawn mowers, torches, etc., \$500.00; recharging fire extinguishers, \$400.00; towel service, \$150.00; cleaning coveralls, \$100.00.

Supplies and Materials: Coal and fuel oil, \$1,566.00; custodial supplies, \$200.00; first aid supplies, \$25.00; painting supplies, \$3,000.00; tools and instruments, \$3,430; wearing apparel, \$165.00; miscellaneous supplies such as hardware, wire netting, cable, rope, etc., \$2,455.00; repair parts, nonautomotive, \$900.00; general operating supplies, \$2,000.

Equipment: Arc welder, \$600.00; 3 exhaust fans, \$400.00; storage cabinets, \$150.00; miscellaneous tools, \$150.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administrative and General Services	11	\$59,919 00	\$960 00	\$1,300 00	\$53 00	\$600 00	\$62,832 00
Collection and Disposal of Waste	78	346,463 00	2,623,712 00	2,245 00	535 00	1,500 00	2,974,455 00
Cleaning Public Ways by Division Forces	491	1,759,627 00	23,595 00	25,664 00	75 00	2,200 00	1,811,161 00
Maintenance and Repair of Equipment and Facilities	56	203,991 00	15,905 00	14,041 00	—	1,300 00	235,237 00
TOTALS	635	\$2,370,000 00	\$2,664,172 00	\$43,250 00	\$663 00	\$5,600 00	\$5,083,685 00

AUTOMOTIVE DIVISION, PUBLIC WORKS DEPARTMENT

1-03-52

The Automotive Division is responsible for the care and maintenance of automotive equipment owned by the Public Works Department, and for the operation and maintenance of 5 garages and 10 gas pumps for dispensing gasoline. A mobile patrol organized for the protection of department property in all sections of the city and a motor pool of passenger cars and trucks are also under the jurisdiction of the division.

The department's fleet of 495 units of automotive equipment under the supervision of this division consists of 22 trucks of various sizes, 36 snow fighters, 3 snow loaders, 4 bucket loaders, 21 front bucket loaders, 3 tractors, 6 street flushers, 28 street sweepers, 12 gasoline road rollers, 14 compressors, 4 catch-basin cleaners, 83 passenger cars, and 49 items of miscellaneous equipment. Of these units 447 are registered under the motor vehicle law of the Commonwealth.

A—BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$424,657 00	\$412,466 46	\$431,800 00	\$421,501 00	\$407,300 00	
2—Contractual Services . . .	42,184 90	63,127 82	50,230 00	64,216 00	51,730 00	
3—Supplies & Materials . . .	149,190 45	184,072 78	153,750 00	185,467 00	172,150 00	
4—Current Charges & Oblig's	12,085 59	11,718 57	11,000 00	10,705 00	10,700 00	
5—Equipment	1,545 51	6,114 53	70,000 00	72,075 00	—	
TOTALS	\$629,663 45	\$677,500 16	\$716,780 00	\$753,964 00	\$644,880 00	

B—DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958 None

C—PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of activities; provides financial and clerical services; operates a motor pool for transportation for city officials.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
11	\$49,209 10	\$1,030 00	\$1,800 00	\$52,039 00

Personal Services: Division Engineer, Head Clerk, 7 Clerical Employees, Dispatcher, and Motor Vehicle Operator.

Contractual Services: Servicing of office equipment, \$700.00; mileage for private car, \$130.00; mimeographing, \$200.00.

Supplies and Materials: Cards, forms, and stationery, \$1,750.00; postage, \$50.00.

2. MAINTENANCE AND REPAIR OF AUTOMOTIVE EQUIPMENT

Maintains and repairs departmental automotive equipment including overhauls, major and minor repair jobs.

Personal No.	Services Amount	Contractual Services	Supplies Materials	Current Charges	Total
45	\$184,494 00	\$42,800 00	\$85,070 00	\$1,200 00	\$313,564 00

Personal Services: Superintendent of Automotive Maintenance, Principal Storekeeper, 2 Motor Equipment Repair Foremen, Motor Equipment Repair Inspector, Welder Foreman, 28 Repairmen, Storekeeper, 5 Motor Equipment Operators, 5 Attendants and Laborers. Temporary \$600.00. Overtime, \$2,000.00.

Contractual Services: Telephone service, \$2,100.00; electric service, \$1,900.00; outside repairs to automotive equipment, \$38,000.00; clean mechanics' coveralls, \$700.00; express charges, \$100.00.

Supplies and Materials: Tires and tubes, \$17,521.00; automotive repair parts, \$25,580.00; sweeper parts, \$20,000.00; loader parts, \$4,000.00; antifreeze, brake fluid, solvents, etc., \$5,000.00; miscellaneous automotive supplies, \$3,899.00; fuel oil, \$4,000.00; laundry, cleaning, and custodial supplies, \$1,000.00; miscellaneous repair parts and accessories, \$546.00; first aid kits, \$50.00; garage tools and instruments, \$1,700.00; wearing apparel, \$450.00; wire, rags, hose, acetylene, tape, etc., \$1,324.00.

Current Charges and Obligations: Registration of vehicles, \$1,200.00.

3. STORAGE OF VEHICLES AND DISPENSING GASOLINE AND OIL

Provides indoor storage for 150 vehicles at Dorchester, South End, Hyde Park, and Forest Hills garages; dispenses gasoline and oil at those locations.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
29	\$101,060 00	\$10,100 00	\$85,030 00	\$9,500 00	\$205,690 00

Personal Services: Garage Superintendent and Auto Inspector, 8 Foremen, 2 Painters, 16 Garage Attendants, and a Laborer. Temporary, \$1,700.00. Overtime, \$2,000.00.

Contractual Services: Telephone service, \$1,800.00; electric service, \$3,100.00; repairs to garage buildings, \$4,000.00; repairing and servicing oil burners, \$1,100.00; repairing gasoline ticket printers, \$100.00.

Supplies and Materials: Gasoline, oil, and grease, \$74,000.00; fuel oil, \$10,000.00; floor paint, \$930.00; recharging fire extinguishers, \$100.00.

Current Charges and Obligations: Storage of 115 vehicles in private garages during 5 winter months, \$9,500.00.

4. PROTECTING DEPARTMENTAL PROPERTY AND EQUIPMENT

Provides protective service by inspection visits from 4 P.M. to 8 A.M. on weekdays and all day on Saturdays, Sundays, and holidays; watchmen are on duty at the larger installations.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
19	\$72,537 00	\$800 00	\$250 00	\$73,587 00

Personal Services: Supervisor, 3 Sergeants, 11 Mobile Guards; Laborer and a Clerk. Overtime, \$1,000.00.

Contractual Services: Telephone service, \$600.00; repairing watch clocks, \$200.00.

Supplies and Materials: Uniforms, \$250.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administrative and General Services	11	\$49,209 00	\$1,030 00	\$1,800 00	—	—	\$52,039 00
Maintenance and Repair of Automotive Equipment	45	184,494 00	42,800 00	85,570 00	\$1,200 00	—	313,564 00
Storage of Vehicles and Dispensing Gasoline and Oil	29	101,060 00	10,100 00	85,030 00	9,500 00	—	205,690 00
Protecting Departmental Property and Equipment	19	72,537 00	800 00	250 00	—	—	73,587 00
TOTALS	104	\$407,300 00	\$54,730 00	\$172,150 00	\$10,700 00	—	\$644,880 00

HEALTH DEPARTMENT

1-05-00

The Health Department represents a combination of functions relating to the protection and promotion of public health, the recording of vital statistics, and the regulation of weighing and measuring devices. The department consists of three divisions and is in charge of the Health Commissioner.

Title	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
Health Division	\$1,598,973 65	\$1,678,540 58	\$1,779,520 00	\$1,955,704 00	\$1,843,621 00	
Registry Division	133,659 03	138,732 79	152,316 00	176,146 00	165,856 00	
Unsafe Buildings, Securing, Removing, etc.	—	—	100,000 00	—	—	
Weights and Measures Division	81,759 04	82,746 92	87,821 00	93,949 00	89,447 00	
TOTALS	\$1,814,391 72	\$1,900,020 29	\$2,119,657 00	\$2,225,799 00	\$2,098,924 00	

The amounts tabulated above for the divisions specified are summarized by object of expense as follows:

A—BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services	\$1,507,379 50	\$1,583,573 51	\$1,620,600 00	\$1,853,407 00	\$1,756,600 00	
2—Contractual Services	222,898 62	228,212 87	288,410 00	243,506 00	233,585 00	
3—Supplies & Materials	75,276 43	81,924 52	81,425 00	86,037 00	82,190 00	
4—Current Charges & Oblig's	3,043 52	2,988 38	3,862 00	2,589 00	2,589 00	
5—Equipment	5,793 65	1,221 01	5,360 00	5,260 00	3,960 00	
7—Structures & Improvements	—	2,100 00	20,000 00	35,000 00	20,000 00	
Special Appropriations	—	—	100,000 00	—	—	
TOTALS	\$1,814,391 72	\$1,900,020 29	\$2,119,657 00	\$2,225,799 00	\$2,098,924 00	

In the pages that follow, the detail applicable to each of the three divisions of the department is presented.

HEALTH DIVISION—HEALTH DEPARTMENT

1-05-21

The Health Division of the Health Department is responsible for those activities of the municipal government which are primarily designed to protect or promote the public health. It enforces statutory laws, ordinances, and regulations dealing with public health, and provides direct and indirect services to the population, including communicable disease control, environmental sanitation, and child hygiene. It operates through four sections which contain several bureaus, with functions as described below. The Administrative and General Services Section coordinates the activities of the bureaus under its jurisdiction.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$1,314,233 91	\$1,383,359 33	\$1,406,800 00	\$1,616,258 00	\$1,530,000 00	
—Contractual Services . . .	213,392 36	219,343 45	276,200 00	225,375 00	219,000 00	
—Supplies & Materials . . .	64,050 81	71,173 68	69,200 00	73,150 00	70,000 00	
—Current Charges & Oblig's . . .	1,517 92	1,517 16	2,320 00	1,001 00	1,001 00	
—Equipment . . .	5,778 65	1,046 96	5,000 00	4,920 00	3,620 00	
—Structures & Improvements . . .	—	2,100 00	20,000 00	35,000 00	20,000 00	
Special Appropriation: Unsafe Buildings, Securing, Removing, etc.	—	—	100,000 00	—	—	
TOTALS . . .	\$1,598,973 65	\$1,678,540 58	\$1,879,520 00	\$1,955,704 00	\$1,843,621 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958	\$33,940 00
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C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of the Health Division. Coordinates the fiscal and administrative phases of the division, including preparation of the budget, financial transactions, and management of personnel; and performs all functions necessary to the issuance of 21 separate types of licenses. In 1957, 11,252 licenses were issued. Compiles and maintains complete records on births, deaths, and reportable diseases; issues burial, transportation, and removal permits to funeral directors; and reviews all record forms used by the Health Division. In 1957, there were 13,571 permits issued to funeral directors. Approximately 16,325 births were recorded and 9,340 deaths of Boston citizens were reported. Coordinates health education activities within the Health Division and organizes health programs in schools and the community.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
28	\$128,500 00	\$14,385 00	\$4,500 00	\$801 00	\$200 00	\$148,386 00

Personal Services: Performance under this program is divided among the following sections:
 Administrative Section: Commissioner, Head Administrative Clerk, Legal Assistant, Principal Clerk-Stenographer.
 Bureau of General Services: Director, Accountant, Senior Cashier, Cashier, Senior Settlement Investigator, 4 Clerical Employees.
 Garage and Automotive Service: Ambulance Service Foreman, Garage Foreman, 2 Motor Equipment Operators.
 Bureau of Vital Statistics: Chief, Bureau of Vital Statistics, Principal Statistical Machine Operator, Clerical Employee.
 Bureau of Health Education: Director of Public Health Education, 3 Public Health Educators, Motion Picture Operator, Principal Clerk and Stenographer, 2 Clerical Employees.
 Overtime: \$500.00.

Contractual Services: Telephone service, \$7,760.00; servicing of office equipment, \$900.00; transportation of persons, \$1,000.00; advertising and posting, \$300.00; cleaning, \$50.00; freight, \$25.00; issuing of burial permits, \$2,700.00; examiner of gas fitters, \$500.00; printing and binding, \$1,000.00; social service index, \$150.00.

Supplies and Materials: Gasoline, grease, and lubricating oils, \$850.00; tires and tubes, \$150.00; postage, \$3,200.00; general operating supplies, \$300.00.

Current Charges and Obligations: Rental of statistical machine, \$569.00; dues and subscriptions, \$195.00; registration of motor vehicles, \$22.00; insurance, \$15.00.

Equipment: Library books, \$200.00.

2. DETECTION AND CONTROL OF COMMUNICABLE DISEASES

Coordinates the activities of the 4 bureaus within the section and acts as the liaison with the other 3 sections of the Health Division to permit more effective functions of the various programs. Provides full control for all reportable

Health Division, Health Department — Continued

diseases as required by law. In 1957 there were 5,095 communicable diseases reported, processed, and followed when necessary. The 10 full-time public health physicians and 5 part-time public health physicians listed under the Child Hygiene Bureau also function in this bureau. Carries out a program to detect tuberculosis cases, to commit and/or arrange for treatment and hospitalization, and to follow up known cases in order to protect the health of the patient and the community. There were 667 new cases of tuberculosis discovered, reported, and processed in 1957; 17,476 visits made to clinics by tuberculosis patients; and 42,533 70-mm. films taken on the mobile X-ray unit and 17,275 large X-ray plates at health clinics. Performs cultural, microscopic, and serological examinations of specimens submitted by physicians, hospitals, and clinics to assist in establishing diagnosis of diseases and aid epidemiological studies. As an average over the last 5-year period, 55,000 specimens annually were prepared and examined.

Performs a generalized public health nursing service functioning through clinics, day care agencies, parochial schools, and in the home. There were 45,813 home visits for child hygiene purposes, 5,771 home visits for communicable diseases, and 6,713 home visits to tuberculosis cases and contacts made by the nurses; 4,466 home visits and 2,031 school interviews with parents, 7,925 school interviews with teachers for the correction of defects in school children were also conducted.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
139	\$576,750 00	\$86,840 00	\$30,575 00	\$1,470 00	\$695,635 00

Personal Services: Performance under this program is divided among the following sections:

Medical Service Section: Director, Section of Medical Service, Principal Hospital and Institutional Inspector and Supervisor, Head Clerk.

Nursing Service: Director of Public Health Nurses, Principal Public Health Nurse, 15 Supervising Public Health Nurses, Public Health Nurse, 80 Public Health Nurses, Principal Clerk and Typist, Principal Clerk and Stenographer, 3 Clerical Employees.

Bureau of Disease Control: Chief of Bureau of Disease Control, Supervising Public Health Nurse, Public Health Investigator, 2 Principal Clerk and Stenographers, Principal Clerk and Typist, Principal X-Ray Technician, Senior X-Ray Technician, X-Ray Technician, 8 Clerical Employees, Senior Physician-Roentgenologist, Physician Roentgenologist, Chief Examining Physician, Tuberculosis.

Bureau of Diagnostic Laboratories: Head Bacteriologist, Principal Bacteriologist, 2 Senior Bacteriologists, 2 Junior Bacteriologists, 2 Laboratory Assistants, 2 Media Men, 3 Clerical Assistants.

Overtime: Service of employees on Saturdays, Sundays, and holidays in diagnostic laboratory, \$2,750.00.

Contractual Services: Telephone service, \$1,540.00; repairs of instruments and laboratory equipment, \$975.00; transportation of persons, \$8,000.00; care of tuberculosis patients, \$60,000.00; professional services at tuberculosis clinics, \$10,425.00; Consultant, \$1,200.00; cleaning gown and apron service, \$4,200.00; printing, binding, and ruling, \$500.00.

Supplies and Materials: Medical, dental, and hospital supplies, \$15,500.00; postage, forms, cards, and stationery, \$9,500.00; cleaning and custodial supplies, \$700.00; diagnostic and chemical supplies, \$4,875.00.

Equipment: X-ray equipment in health units, \$1,000.00; furniture, \$470.00.

3. OPERATION OF LOCAL HEALTH SERVICES

Coordinates the activities of the 2 bureaus within the section and acts as the liaison with the other 3 sections of the Health Division to permit more effective functioning of the various programs.

The ten George Robert White Fund Health Units provide local headquarters in the several communities of Boston for the Health Division and for the various health, welfare, and social agencies, but maintenance is provided entirely by the Health Division.

Operates the 22 decentralized stations of the Health Department bringing the preventive services of the Health Division to the various neighborhoods of the city. In 1957 the public health physicians gave 47,618 inoculations at the 22 stations and made 14,294 physical examinations. In the local health units exclusive of the well child conferences (figures given above) 11,716 inoculations were given in addition to 1,193 physical examinations, and 5,208 physical examinations given children going to summer camps. In the parochial schools in 1957, the public health physicians gave 43,241 inoculations against diphtheria, tetanus, and poliomyelitis; 11,824 physical examinations were given in the parochial schools. There were 880 eye examinations given at the four eye clinics.

Provides dental education, preventive and therapeutic dental care to children in 18 clinics located throughout the city. There were 75,342 examined and/or treated at the various dental clinics in 1957, with 46,582 fillings and 15,372 extractions made, and 13,388 given prophylactic treatment.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Structures Improvements	Total
102	\$416,750 00	\$103,300 00	\$29,650 00	\$1,000 00	\$20,000 00	\$570,700 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Director, Section of Local Health Services, Head Clerk, 4 Clerical Employees.

Maintenance of Health Units: Building Maintenance Supervisor, Assistant Building Supervisor, Senior Building Custodian, 26 Junior Building Custodians, Matron.

Bureau of Child Hygiene and Health Units: 15 Public Health Physicians, Physician-Ophthalmologist, 3 Principal Clerk-Stenographers, 5 Clerical Employees.

Bureau of Dental Services: Director of Dental Services, Dental Supervisor, 25 Public Health Dentists, 8 Dental Hygienists, Principal Clerk, 3 Dental Assistants, Dental Equipment Repairman, 2 Clerks.

Temporary employees, \$3,000.00. Overtime, \$2,750.00.

Contractual Services: Telephone service, \$1,850.00; light, heat, and power, \$15,000.00; carpentry, electrical, plumbing, and miscellaneous repairs, \$10,000.00; servicing of equipment, \$750.00; transportation of persons, \$2,000.00; board and care of persons, \$12,000.00; well child clinics, \$27,500.00; gown and apron service, \$4,000.00; printing, binding, and ruling, \$200.00.

Supplies and Materials: Coal, \$1,200.00; fuel oil, \$18,800.00; cleaning and custodial supplies, \$2,250.00; medical, dental, hospital supplies, \$3,500.00; postage, forms, cards, and stationery, \$2,600.00; general operating supplies and materials, \$1,300.00.

Equipment: Medical, dental, and hospital equipment, \$1,000.00.

Structures and Improvements:

Building and Improvements:

Pointing of stonework and brickwork and waterproofing of health units, \$15,000.00.

Interior painting of health units, \$5,000.00.

4. PROTECTIVE INSPECTIONS OF FOOD SUPPLIES, HOUSING, AND SANITATION, AND ENFORCEMENT OF PUBLIC HEALTH LAWS

Coordinates the activities of the 4 bureaus within the section and acts as the liaison with the other 3 sections of the Health Division to permit more effective functioning of the various programs.

Functions to prevent or remove nuisances injurious to the public health, comfort, or convenience and to enforce laws, ordinances, and regulations relating to environmental sanitation. In 1957, there were 82,928 inspections made and 1,753 official calls; 9,178 notices served; 7,683 nuisances were abated; and 280 complaints were referred to other city departments.

Supervises the purity of the food supply from the wholesale outlets and supply centers to the retail markets, including manufacturing establishments and restaurants; and maintains inspection of all animals intended for slaughter in Boston to insure suitability for use as food. Under supervision 29,696 animals were slaughtered and 6,491 pounds of meat condemned in 1957; 164,153 inspections were made; and 2,659,539 pounds of food condemned. Superintendent of Peddlers inspected 1,655 vehicles.

Performs a generalized sanitation program, including food inspection and housing and sanitation in the various districts of Boston.

Maintains protection of Boston milk and dairy products by supervision of the supply from the farm until purchased by the consumer. In 1957, there were 10,995 licenses or permits issued; 1,758 visits to dairies were made; 17,146 samples of milk and cream collected for analyses, and the lowest coliform count to date was attained.

Performs chemical and biological examinations of food and milk samples submitted for analysis. There were 8,337 chemical analyses, and 10,161 bacteriological examinations performed on samples submitted in 1957.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
86	\$408,000 00	\$14,475 00	\$5,275 00	\$200 00	\$950 00	\$428,900 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Director, Section of Environmental Sanitation, Head Clerk.

Bureau of Housing: Chief of Bureau of Housing and Sanitation, Principal Clerk.

Bureau of Food: Chief of Bureau of Food, Superintendent of Peddlers, 11 Environmental Sanitation Inspectors, Constable, Senior Clerk and Stenographer.

Bureau of General Sanitation: Principal Environmental Sanitation Inspector; 7 Senior Environmental Sanitation Inspectors, 47 Environmental Sanitation Inspectors, Clerical Employee.

Bureau of Milk and Chemistry: Chief of Bureau of Milk and Chemistry, 2 Assistant Milk Inspectors, Principal Clerk and Typist, Senior Collector of Samples, Environmental Sanitation Inspector, Assistant Public Health Chemist, Collector of Samples, 2 Clerical Employees, Cleaner.

Temporary Employees: \$41,000.00. (15 Temporary Environmental Sanitation Inspectors.)

Contractual Services: Telephone service, \$1,850.00; servicing of equipment, \$375.00; transportation of persons, \$10,000.00; cleaning, \$250.00; printing and binding, \$500.00; spray service, \$1,000.00; cleaning of property, section 125, chapter 111, G.L., \$500.00.

Supplies and Materials: Cleaning and custodial supplies, \$50.00; medical, dental, and hospital supplies, \$1,000.00; postage, forms, cards, and stationery, \$3,700.00; miscellaneous supplies and materials, \$525.00.

Current Charges and Obligations: Assessment for mosquito control, \$200.00.

Equipment: Library, \$100.00; office equipment, \$250.00; leather bags, \$600.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Total
Administrative and General Services	28	\$128,500 00	\$14,385 00	\$4,500 00	\$801 00	\$200 00	—	\$148,386 00
Detection and Control of Communicable Diseases	139	576,750 00	86,840 00	30,575 00	—	1,470 00	—	695,635 00
Operation of Local Health Services	102	416,750 00	103,300 00	29,650 00	—	1,000 00	20,000 00	570,700 00
Protective Inspections of Food Supplies, Housing, and Sanitation and Enforcement of Public Health Laws	86	408,000 00	14,475 00	5,275 00	200 00	950 00	—	428,900 00
TOTALS	355	\$1,530,000 00	\$219,000 00	\$70,000 00	\$1,001 00	\$3,620 00	\$20,000 00	\$1,843,621 00

REGISTRY DIVISION, HEALTH DEPARTMENT

1-05-22

The Registry Division of the Health Department has custody of all birth, marriage, and death records in the City of Boston.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$116,425 15	\$122,754 09	\$131,800 00	\$149,630 00	\$143,300 00	
2—Contractual Services . . .	8,638 17	7,871 12	11,110 00	16,635 00	13,135 00	
3—Supplies & Materials . . .	8,461 71	8,042 58	9,025 00	9,500 00	9,040 00	
4—Current Charges & Oblig's . . .	119 00	65 00	131 00	131 00	131 00	
5—Equipment	15 00	—	250 00	250 00	250 00	
TOTALS	\$133,659 03	\$138,732 79	\$152,316 00	\$176,146 00	\$165,856 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958 \$78,655 00

C — PROGRAMS

1. ADMINISTRATIVE

General supervision and direction of division.

No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
3	\$17,396 00	\$75 00	\$400 00	\$77 00	\$50 00	\$17,998 00

Personal Services: City Registrar, Head Clerk, Principal Clerk and Stenographer.
Contractual Services: Convention travel, \$50.00; advertising and posting, \$25.00.
Supplies and Materials: Postage, forms, cards, and stationery, \$400.00.
Current Charges and Obligations: Dues and subscriptions, and premium on surety bonds, \$77.00.
Equipment: Library books, \$50.00.

2. MAINTENANCE OF VITAL STATISTICS AND ISSUANCE OF LICENSES, CERTIFIED COPIES, AND ABSTRACTS

Indexes marriages and processes and issues marriage licenses, records, and makes duplicate copies for the Secretary of State and out-of-town residents and enforces the law regarding divorce papers. Approximately 7,664 marriage licenses, 6,036 certified copies, and 4,325 abstracts are issued yearly. Processes and issues all necessary copies of birth certificates and parent returns and sends congratulatory scrolls to parents on birth. There are 28,465 certified copies of births and 33,833 abstract copies issued yearly. Processes and issues death certificates, certified copies, and abstracts. There are 25,333 death certificate copies and 3,245 death abstracts issued annually. Processes all corrections, changes, depositions, legitimizations, etc., in regard to birth, marriage, and death records in Boston. Approximately 3,000 corrections are made yearly. Collects fees for department.

No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
33	\$125,904 00	\$13,060 00	\$8,640 00	\$54 00	\$200 00	\$147,858 00

Personal Services: Performance under this program is divided among the following sections:
 Marriage Section: 3 Assistant City Registrars, Principal Clerk and Typist, 4 Clerical Employees.
 Birth Section: Cashier, 14 Clerical Employees.
 Death Section: Principal Clerk, 6 Clerical Employees.
 Deposition Section: 3 Deposition Clerks.
 Vacation supply: 7 clerical employees, \$1,800.00. Overtime, \$2,500.00.
Contractual Services: Servicing of office equipment, \$50.00; travel expenses, \$10.00; printing, binding, marriage intentions, licenses, and records, \$6,000.00; microfilming services, \$7,000.00.
Supplies and Materials: Postage, forms, cards, and stationery, \$8,600.00; wrapping paper and twine, \$40.00.
Current Charges and Obligations: Premium on surety bonds, \$54.00.
Equipment: Furniture, \$200.00.

D — PROGRAM SUMMARY

Program	No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative	3	\$17,396 00	\$75 00	\$400 00	\$77 00	\$50 00	\$17,998 00
2. Maintenance of Vital Statistics and Issuance of Licenses, Certified Copies, and Abstracts	33	\$125,904 00	\$13,060 00	\$8,640 00	54 00	200 00	147,858 00
TOTALS	36	\$143,300 00	\$13,135 00	\$9,040 00	\$131 00	\$250 00	\$165,856 00

WEIGHTS AND MEASURES DIVISION, HEALTH DEPARTMENT

1-05-23

The primary duty of the Weights and Measures Division is to see that equity prevails in all sales of commodities or services which involve the use of weighing or measuring devices. It is also charged with the enforcement of the provisions of the hawker, pedler, and transient vendor laws.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$76,720 44	\$77,460 09	\$82,000 00	\$87,519 00	\$83,300 00	
—Contractual Services . .	868 09	998 30	1,100 00	1,496 00	1,450 00	
—Supplies & Materials . .	2,763 91	2,708 26	3,200 00	3,387 00	3,150 00	
—Current Charges & Oblig's	1,406 60	1,406 22	1,411 00	1,457 00	1,457 00	
—Equipment	—	174 05	110 00	90 00	90 00	
TOTALS	\$81,759 04	\$82,746 92	\$87,821 00	\$93,949 00	\$89,447 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958 \$24,500 00

C — PROGRAM

1. ADMINISTRATIVE AND GENERAL SERVICES

Supervises and directs the fiscal and administrative services of the division.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
3	\$16,737 00	\$200 00	\$300 00	\$20 00	\$90 00	\$17,347 00

Personal Services: Sealer of Weights and Measures, Chief Deputy Sealer of Weights and Measures, Principal Clerk and Typist.

Contractual Services: Travel expenses, \$180.00; advertising and posting, \$20.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$300.00.

Current Charges and Obligations: Surety bond, insurance premium and business certificates, \$20.00.

Equipment: Library, \$90.00.

2. INSPECTING, TESTING, AND SEALING OF WEIGHING AND MEASURING DEVICES

Inspects, tests, seals, adjusts, or condemns many different types of equipment used in weighing and measuring; supervises the manner in which such equipment is used and enforces all rules and regulations regarding the same, reweighing and remeasuring commodities that have been put up in advance of sale; checks the quantity in original packages put up by manufacturer; checks loads of coal, road material, liquid fuel; the marking of break labels and wrappers, and the inspection of clinical thermometers.

In 1956 there were 10,272 places of business at which devices were sealed; 3,241 devices were adjusted and 55,247 devices sealed; 57,571 inspection tests and reweighing tests were made after sealing to check compliance with the law.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
15	\$66,563 00	\$1,250 00	\$2,850 00	\$1,437 00	\$72,100 00

Personal Services: 14 Deputy Sealers of Weights and Measures, 1 Heavy Duty Motor Equipment Operator.

Contractual Services: Automotive equipment, \$1,000.00; replating of working standards, \$100.00; travel expenses, \$20.00; cleaning, \$15.00; recutting of dies and miscellaneous equipment, \$75.00; printing and binding, \$40.00.

Supplies and Materials: Gasoline for 11 automotive units, \$900.00; lubricating oil, \$30.00; tires and tubes, \$200.00; antifreeze, chain units, battery replacements, \$170.00; postage, forms, cards, and stationery, \$700.00; replacement of hardware items, paints and brushes, \$80.00; aluminum seals, \$340.00; lead wire seals, \$240.00; steel stamping dies, \$140.00; coveralls, rubber gloves \$50.00.

Current Charges and Obligations: Rents, taxes, and licenses, \$1,437.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administrative and General Services . .	3	\$16,737 00	\$200 00	\$300 00	\$20 00	\$90 00	\$17,347 00
Inspecting, Testing, and Sealing of Weighing and Measuring Devices . .	15	66,563 00	1,250 00	2,850 00	1,437 00	—	72,100 00
TOTALS	18	\$83,300 00	\$1,450 00	\$3,150 00	\$1,457 00	\$90 00	\$89,447 00

HOSPITAL DEPARTMENT

1-06-00

The Hospital Department provides medical and surgical care for the citizens of Boston. The department is under the charge of 5 unpaid trustees.

The department's activities are carried on by 3 divisions, and a summary of the divisional appropriations is given below.

Title	1955		1956		1957		1958 Budget		Approved	
	Expenditures		Expenditures		Appropriations		Requested by Department	Recommended by Mayor		
City Hospital	\$11,814,553	21	\$12,990,183	66	\$13,253,000	00	\$15,769,715	00	\$13,948,600	00
Sanatorium	2,166,027	66	2,232,213	28	2,312,375	00	2,516,355	00	2,305,020	00
Long Island Hospital	2,185,688	41	2,260,016	29	2,340,300	00	3,289,836	00	2,401,900	00
TOTALS	\$16,166,269	28	\$17,482,413	23	\$17,905,675	00	\$21,575,906	00	\$18,655,520	00

The foregoing divisional statistics are combined in the following summary by objects of expenditure:

A — BUDGET SUMMARY

Group	1955		1956		1957		1958 Budget		Approved	
	Expenditures		Expenditures		Appropriations		Requested by Department	Recommended by Mayor		
1—Personal Services . . .	\$11,818,624	99	\$12,422,645	24	\$12,778,000	00	\$14,992,880	00	\$13,579,000	00
2—Contractual Services . .	600,220	28	991,148	29	952,675	00	940,817	00	805,400	00
3—Supplies & Materials . .	3,360,928	52	3,452,117	33	3,596,700	00	3,994,945	00	3,840,200	00
4—Current Charges & Oblig's	7,419	23	8,073	12	13,300	00	13,302	00	13,220	00
5—Equipment	141,631	64	107,136	83	225,000	00	1,017,962	00	231,700	00
7—Structures & Improvements	237,444	62	499,174	92	335,000	00	616,000	00	186,000	00
8—Land & Improvement (Landscaping)	—		2,117	50	5,000	00	—		—	
TOTALS	\$16,166,269	28	\$17,482,413	23	\$17,905,675	00	\$21,575,906	00	\$18,655,520	00

In the pages that follow, the detail applicable to each of the 3 divisions of the department is presented.

HOSPITAL DEPARTMENT, BOSTON CITY HOSPITAL

1-06-11

The City of Boston Hospital Department consists of the Main Hospital for general diseases, the South Department for contagious cases, the Sanatorium Division for tuberculosis cases, the Long Island Hospital Division for chronic cases, and the East Boston Relief Station for accident cases.

The hospital is governed by five unpaid trustees appointed by the Mayor, one being appointed each year for a term of one year. The trustees annually appoint the Medical and Surgical Staff to serve for a term of one year.

On June 1, 1864, the Boston City Hospital first opened for the reception of patients. From that date until January 1, 1957, there have been treated 1,720,133 ward patients and 5,049,319 out-patients (making 17,731,818 visits), which represents a total of 6,769,452 who have received the benefits of the hospital up to the beginning of the present year.

During the first hospital year 1,066 patients were treated; during the year 1956, 33,065 patients were treated in the In-Patient Department and 23,898 were treated in the Out-Patient Department. These out-patients made 264,054 visits to the hospital for diagnosis and treatment. During the past year 32,014 patients were admitted, and 390,794 days' treatment given. Daily average of patients treated in the Out-Patient Department was 1,052.

The number of beds at the Main Hospital, not including South Department, Sanatorium, or Long Island, at present is 457. There is a total of 26 buildings.

The greater laboratories of the hospital are the Mallory Institute of Pathology, the Thorndike Memorial Laboratory, the Neurological, the Pediatric, Rh Blood, the Surgical Research, the Biochemical Laboratory and the Sears Surgical Laboratory.

The hospital is fully licensed by the Massachusetts Department of Public Health. Full approval has been received from the Joint Accreditation Commission. The hospital is affiliated for teaching purposes with Boston University, Harvard, and Tufts University Medical Schools. The School of Nursing has full accreditation, both state and national.

A — BUDGET SUMMARY

Group	1955		1956		1957		1958 Budget		Approved	
	Expenditures		Expenditures		Appropriations		Requested by Department	Recommended by Mayor		
Personal Services . . .	\$8,866,060	82	\$9,438,082	81	\$9,750,000	00	\$11,218,500	00	\$10,420,000	00
Contractual Services . . .	349,278	93	684,673	41	639,000	00	528,015	00	499,000	00
Supplies & Materials . . .	2,339,041	09	2,393,502	75	2,469,000	00	2,811,000	00	2,729,000	00
Current Charges & Oblig's	6,183	20	6,963	98	10,000	00	10,600	00	10,600	00
Equipment	107,944	20	88,221	27	185,000	00	901,600	00	190,000	00
Structures & Improvements	146,044	97	378,739	44	200,000	00	300,000	00	100,000	00
TOTALS	\$11,814,553	21	\$12,990,183	66	\$13,253,000	00	\$15,769,715	00	\$13,948,600	00

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958 \$3,288,850 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of the hospital, based on policies formulated and approved by the Board of Trustees. Provides general clerical and accounting services for all departments of the hospital. Budgets are prepared, appropriation and cost accounts are kept, personnel actions are processed, supplies and materials are requisitioned and distributed, and perpetual inventory records are maintained. Storerooms and supply services are operated; telephone service is furnished; religious services are conducted; admissions are controlled; bills are prepared; reports are made for government agencies and the public; and statistical records are kept.

Personal Services	Contractual	Supplies	Current	Equipment	Total
No. Amount	Services	Materials	Charges		
196 \$697,125 00	\$106,461 00	\$21,350 00	\$1,310 50	\$2,000 00	\$828,246 50

Administrative Services: Performance under this program is divided among the following divisions or sections:

Director's Office: Director of Hospitals, and Superintendent, Boston City Hospital, and 3 Clerical Employees.

Assistant Superintendent's Office: Assistant Superintendent and 2 Clerical Employees.

Executive-Admitting Office:

Executive Office: Principal Executive Assistant, Head Clerk, and 6 Clerical Employees.

Admitting Department: 4 Senior Executive Assistants, Head Clerk, Supervisor, 3 Clerical Employees, 2 Male Nurses.

Valuables Office: Supervisor of Patients' Valuables, 4 Clerical Employees.

Admitting Clerk's Office: Head Clerk, 10 Clerical Employees.

Hospital Department, Boston City Hospital — Continued

General Service Section:

Executive Secretary's Office: Executive Secretary, Head Account Clerk, 4 Clerical Employees.

Property Inventory: 2 Clerical Employees.

Payroll Tax: 3 Clerical Employees.

Stock Record Division: Head Clerk, 6 Clerical Employees.

Payroll Distribution: 2 Clerical Employees.

Invoice: Head Clerk, 4 Clerical Employees.

Requisition: 2 Clerical Employees.

Personnel: Senior Personnel Officer, Personnel Officer, 6 Clerical Employees.

Finance Office:

Admitting Social Service: Head Social Work Supervisor, 10 Social Workers, 3 Clerical Employees.

Billing: Head Clerk, 2 Senior Accounting Machine Operators, 13 Clerical Employees.

Cashier's Office: Head Cashier.

Accounting Office: Senior Budget Analyst, Senior Accountant, Head Account Clerk, Accountant, 2 Senior Accounting Machine Operators.

Payroll Office: Head Clerk, 6 Clerical Employees.

Statistics Office: Head Clerk, Clerical Employee.

Chief Clerk's Office: Head Clerk, Clerical Employee.

Central Storeroom: Principal Storekeeper, Principal Hospital House Worker, 6 Senior Hospital House Workers, 2 Hospital House Workers, Clerical Employee.

Medical and Surgical Supply: Principal Clerk, Storekeeper, Senior Hospital Medical Worker, Clerical Employee.

Telephone Office: Chief Operator, 21 Telephone Operators, Clerical Employee.

Mail: Principal Clerk: 3 Clerical Employees.

Information Desk: Head Clerk, 15 Clerical Employees.

Religious Services: 5 Chaplains.

South Department, Clerk's Office: Head Clerk, 2 Clerical Employees.

South Department, Gate Lodge: Executive Supervisor, 4 Clerical Employees.

Temporary Employees: \$2,250.00.

Overtime: \$7,875.00.

Contractual Services: Telephone service, \$90,000.00; telegraph service, \$5,000.00; servicing of office machines, \$3,200.00; attendance at conventions, car fares, \$961.00; public relations contract, \$7,200.00; reporting hearings, \$100.00.

Supplies and Materials: Postage, cards, forms, and stationery, \$21,350.00.

Current Charges and Obligations: Dues and subscriptions, \$524.50; premium on surety bonds, \$350.00; miscellaneous rentals, \$436.00.

Equipment: Office equipment, \$2,000.00.

2. PROFESSIONAL CARE OF PATIENTS

Responsible for the medical, surgical, nursing, and the actual professional care of the patient. This includes ward maid and orderly services, the Medical Records and Medical Library Sections, the Social Service Department, the Pharmacy, the Ambulance Service, all Laboratory and Technical Services such as X-ray, blood bank, cardiology, anesthesiology, neurology, pathology, physical therapy, and all other departments of a technical nature directly concerned with the care of the patient.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
2,118	\$6,165,750 00	\$85,407 00	\$1,216,485 00	\$7,483 50	\$126,000 00	\$7,601,125 50

Personal Services: Performance under this program is divided among the following divisions or sections:

Medical Administrative Services:

Staff Secretary's Office: Principal Medical Stenographer, Clerical Employee.

Medical Library: Medical Librarian, Assistant Medical Librarian, Hospital Medical Worker.

Medical Records: Medical Record Librarian, Head Clerk, 9 Principal Medical Stenographers, 19 Clerical Employees, 2 Hospital Workers.

Department of Social Work: Medical Social Work Director, Principal Medical Social Work Supervisor, Neuropsychiatric Social Work Supervisor, 5 Medical Social Work Supervisors, 22 Medical Social Workers, 5 Clerical Employees.

Pharmacy: Head Pharmacist, 5 Pharmacists, 4 Hospital House Workers, Clerical Employee.

Nursing Service and School of Nursing:

Administrative Section: Director, School of Nursing and Nursing Service, First Assistant Director, School of Nursing, 3 Assistant Nurses, 4 Clerical Employees.

School of Nursing: Educational Director, School of Nursing, Clinical Nursing Coordinator, Senior Nursing Instructor, 7 Supervisor Nursing Instructors, 6 Nursing Instructors, 3 Nursing School Assistants, 1 Senior Assistant Nursing Instructor, 4 Assistant Nursing Instructors, Head Nurse Student Health Office, Physical Instructor, Assistant Medical Librarian, Instructor Nursing Arts, 225 Boston City Hospital Students (not included in total).

Ward Care: 18 Supervising Nurse-Administrators, 2 Supervising Nurses, 55 Head Nurses, 149 Floor Duty Nurses, 121 Floor Duty Nurses (part time), 12 Senior Hospital Medical Workers, 705 Hospital Medical Workers, 32 Clerical Employees.

Operating Room: 3 Supervising Nurse-Administrators, 12 Head Nurses, 19 Floor Duty Nurses, 5 Floor Duty Nurses (part time), 2 Ambulance and Medical Aide Men.

Delivery Room: 4 Head Nurses, 6 Floor Duty Nurses, 3 Floor Duty Nurses (part time).

Nursery: 4 Floor Duty Nurses.

South Department—Administrative Nursing: Assistant Nursing Director, Supervising Nursing Instructor, 3 Supervising Nurse-Administrators, Nursing School Assistant, 2 Senior Hospital House Workers, 28 Hospital House Workers.

South Department—Ward Care: 4 Head Nurses, 13 Floor Duty Nurses (tuberculosis), 3 Floor Duty Nurses (tuberculosis) (part time), 6 Floor Duty Nurses, 2 Floor Duty Nurses (part time), Senior Hospital Medical Worker, Laboratory Assistant, 28 Hospital Medical Workers.

Medical and Surgical Services:

Surgical Services: Director of First Surgical Service, Assistant Director of First Surgical Service, Director of Third Surgical Service, Assistant Director of Third Surgical Service, Director of Fifth Surgical Service, Assistant Director of Fifth Surgical Service, Director of Neurosurgery, Associate Director of Neurosurgery, Assistant Director of Neurosurgery, Director of Gynecology and Obstetrics, Director of Oral Surgery, Associate Pediatric Surgery, Associate Pediatrics, Fellow, Fifth Surgical, Fellow, Thoracic Surgery, 14 Clinical Residents, 25 Residents, 32 Senior Assistant Residents, 35 Junior Assistant Residents, 28 Internes, 3 Laboratory Technicians, Clerical Employee (part time).

Medical Services: 2 Physicians, Fifth and Sixth Medical, Director, Pediatrics, Assistant Director, Pediatrics, Director, Pediatric Surgical Teaching, 2 Associates, Pediatrics, Clinical Psychologist, Director, Diabetes Laboratory, Director, First and Third Medical Service, Director, Immunology, Physician, School of Nursing, Associate Director, Second and Fourth Medical, Coordinating Teacher, 12 Chief Residents, 22 Residents, 37 Senior Assistant Residents, 47 Junior Assistant Residents, 54 Internes, Clerical Employee.

South Department Medical Staff: 2 Physicians.

Laboratory and Technical Services:

Technical Service: Director of Clinical Laboratory, X-Ray Dental Technician, Orthoptic Technician, 2 Laboratory Technicians, 3 Laboratory Assistants, Clerical Employee.

Department of Anesthesiology: Director of Anesthesiology, Associate Director of Anesthesiology, 5 Associates, Anesthesiology, Associate, Anesthesiology Research, 6 Chief Residents, 8 Residents, Chief Nurse Anesthetist, 6 Nurse Anesthetists, Supervising Nurse, 2 Head Nurses, 3 Floor Nurses, 5 Hospital Medical Workers, Principal Medical Stenographer, Research Laboratory Technician.

Surgical Research Laboratory: Surgical Research Nurse, Research Laboratory Technician, 2 Laboratory Technicians, Clerical Employee, Senior Hospital Medical Worker, 3 Hospital Medical Workers, Hospital House Worker.

Blood Bank: Director of Blood Bank, Head Nurse, 3 Floor Nurses, 3 Laboratory Technicians, 2 Laboratory Assistants, 4 Hospital Medical Workers, 2 Clerks (part time), 2 Clerical Employees.

Fenwal Laboratory: Supervising Nurse Administrator, Head Nurse, 2 Laboratory Technicians, 2 Laboratory Assistants, Senior Hospital Medical Worker, 7 Hospital Medical Workers.

Department of Inhalation Therapy: Director of Inhalation Therapy, Research Fellow, Senior Inhalation Equipment Technician, Inhalation Equipment Technician, Laboratory Assistant, Clerical Employee.

Neurological Unit: EEG Technician, Laboratory Technician, Laboratory Assistant, 2 Clerical Employees.

Rh Laboratory: Director of Rh Laboratory, Laboratory Technician, Laboratory Assistant.

Thorndike Memorial Laboratory: Director of Thorndike, Associate Director, 4 Assistant Physicians, Director EKG Laboratory, 6 Fellows, Thorndike, Head EKG Technician, EKG Technician, 2 Assistant EKG Technicians, 2 Research Laboratory Technicians, 5 Laboratory Technicians, 4 Laboratory Assistants, Laboratory Helper, 5 Clerical Employees, 2 Hospital Medical Workers.

Medical Staff and Administrator of Pathology Laboratory: Director, Pathology, Associate Director, Pathology, Associate, Bacteriology, 3 Associates, Pathology, 3 Chief Residents, 2 Residents, 5 Senior Assistant Residents, 5 Junior Assistant Residents, 5 Internes, 5 Clerical Employees.

Bacteriology Laboratory: Head Bacteriologist, 2 Principal Bacteriologists, Senior Bacteriologist, 4 Laboratory Technicians, 4 Laboratory Assistants, 2 Hospital House Workers, Clerical Employee.

Ascheim Zondek Laboratory: 2 Laboratory Technicians.

Histology Laboratory: Research Laboratory Technician, 3 Laboratory Technicians, 2 Laboratory Assistants.

Neuropathology Laboratory: 2 Laboratory Technicians.

Cytology Laboratory: 4 Laboratory Technicians.

Mortuary: Mortuary Supervisor, 2 Principal Hospital Medical Workers, 2 Senior Hospital Medical Workers, 8 Hospital Medical Workers, Senior Hospital House Worker, Hospital House Worker.

Biochemical Laboratory: Director, Biochemical Laboratory, Senior Research Laboratory Technician, 2 Research Laboratory Technicians, 8 Laboratory Technicians, 4 Laboratory Assistants, Hospital Medical Worker, Clerical Employee.

Department of Physical Medicine and Rehabilitation: Director, Physical Therapy, Principal Physical Therapist, Senior Physical Therapist, 9 Physical Therapists, Occupational Therapist.

Radiology Department: Director, Radiology, Associate Director, Radiology, 6 Associates, Radiology, Chief Resident, 3 Residents, 8 Senior Assistant Residents, Head X-Ray Technician, X-Ray and Radium Therapist, 2 Principal X-Ray Technicians, 13 Senior X-Ray Technicians, X-Ray Technician, Head Nurse, 4 Floor Nurses, Nurse Technician, 10 Clerical Employees, 15 Hospital Medical Workers.

Central Supply: Supervising Nurse Administrator, 2 Floor Nurses, 6 Hospital House Workers, Senior Hospital Medical Worker, 33 Hospital Medical Workers, 15 Hospital Medical Workers (part time), Clerical Employee.

Ambulance Service: Supervisor Ambulance Service, 3 Ambulance Foremen, 31 Ambulance Drivers.

Temporary Employees: \$270,750.00 (estimated cost of Special Nurses, one shift or more).

Overtime: \$81,000.00 (of this amount approximately \$75,000.00 will be expended for the salaries of Nurses who are willing to work Saturdays or a day beyond the regular 5-day week; Medical Workers' overtime, \$6,000.00.)

Contractual Services:

Repairs and Servicing of Equipment:

Sharpening and repairing of instruments, \$15,000.00; X-Ray machines and tubes, \$17,000.00; laboratory, \$6,143.00; medical, surgical, and hospital equipment, \$6,000.00; automotive, \$6,000.00; household, \$200.00.

Travel Expenses: Carfares for social workers, \$2,639.00.

Other Contractual Services: Advertising, \$200.00; binding, \$1,000.00; printing, \$850.00.

In-staff education program for graduate nurses, \$400.00.

Instructors for School of Nursing, \$7,000.00.

Lectures for Internes, \$3,000.00.

Service charge to Red Cross for processing blood, \$7,225.00.

Cleaning stills in Fenwal Laboratory, \$350.00.

Freight and express charges, \$350.00.

X-Ray film monitoring service, \$1,200.00.

Soundex filing in EKG Department, \$8,300.

Charges for processing Path-lab film, \$500.00.

Charge for transfer of bodies from South Department to Morgue, \$250.00.

Various blood tests in outside laboratories, \$1,800.00.

Supplies and Materials:

Automotive, \$3,950.00.

Household Supplies: \$22,565.00.

Medical, Dental, and Hospital Supplies: Medicine and drugs, \$311,000.00; bandages, \$85,000.00; sponges and surgical wadding, \$125,000.00;

X-Ray film and supplies, \$221,000.00; laboratory supplies, \$155,200.00; miscellaneous, \$185,400.00.

Office Supplies and Materials: Postage, forms, cards, and stationery, \$46,150.00.

Miscellaneous Supplies and Materials: General operating supplies, \$45,000.00; repair parts and materials, \$2,000.00; tools and instruments, \$2,000.00; miscellaneous supplies, \$12,220.00.

Rent Charges and Obligations: Rentals, \$2,500.00; dues and subscriptions, \$4,964.00; licenses, \$19.50.

Equipment: Office equipment, \$6,000.00; medical, dental, and hospital equipment, \$120,000.00.

3. DIETARY PLANNING, PREPARATION, AND SERVING OF MEALS

Responsible for the planning and preparation of meals for the patients, house officers, and employees' cafeteria. Approximately 2,044,686 meals were served in 1957.

Hospital Department, Boston City Hospital — Continued

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
269	\$790,000 00	\$6,500 00	\$849,379 00	\$11 00	\$20,615 00	\$1,666,505 00

Personal Services:

Dietary and Kitchen Service:

Administrative Commissary Department: Chef, Senior Assistant Chef, 5 Assistant Chefs, 2 Hospital Kitchen Workers, 2 Clerical Employees.

Dietary Department: Head Dietitian, 7 Dietitians, 12 Hospital Kitchen Workers.

Vegetable Room: Principal Hospital Kitchen Worker, 10 Senior Hospital Kitchen Workers, 7 Hospital Kitchen Workers.

Meat Cooks: 2 Principal Hospital Kitchen Workers, 8 Senior Hospital Kitchen Workers, 5 Hospital Kitchen Workers.

Butcher Shop: Principal Hospital Kitchen Worker, 2 Senior Hospital Kitchen Workers, 4 Hospital Kitchen Workers.

Bake Shop: 3 Principal Hospital Kitchen Workers, 6 Senior Hospital Kitchen Workers, 5 Hospital Kitchen Workers.

Kitchen Storeroom: Principal Hospital Kitchen Worker, 2 Senior Hospital Kitchen Workers, Hospital Kitchen Worker.

General Kitchen Service: 2 Principal Hospital Kitchen Workers, 9 Senior Hospital Kitchen Workers, 60 Hospital Kitchen Workers.

Employees' Cafeteria: Head Hospital Kitchen Worker, Cashier, 48 Hospital Kitchen Workers.

Doctors' Dining Room: Principal Hospital Kitchen Worker, 3 Senior Hospital Kitchen Workers, 31 Hospital Kitchen Workers.

South Department Kitchen: Dietitian, Senior Assistant Chef, Principal Hospital Kitchen Worker, 5 Senior Hospital Kitchen Workers.

18 Hospital Kitchen Workers.

Temporary Employees: \$15,000.00.

Overtime: \$9,000.00.

Contractual Services: Repairs to kitchen equipment, \$4,450.00; carfares, \$35.00; cleaning exhaust systems in kitchens, \$1,000.00; cleaning air conditioning systems, \$1,000.00; freight charges, \$10.00; sealing and adjusting scales, \$5.00.

Supplies and Materials:

Food Supplies, \$815,000.00.

Meats: beef, veal, lamb, pork, poultry, \$265,000.00; fish, \$19,000.00; dairy products, milk and cream, \$175,000.00; butter, oleomargarine, cheese, eggs, \$70,000.00; processed foods, fruits, \$22,000.00; ice cream mix, \$23,400.00; groceries and canned goods, \$135,000.00; tea, tea bags, coffee, cocoa, \$29,600.00; sugar and flour, \$21,000.00; vegetables, frozen and fresh, \$55,000.00.

Commissary Supplies: \$3,500.00.

Household Supplies: \$26,179.

Office Supplies: \$400.00.

Miscellaneous Supplies and Materials: General operating supplies, \$3,800.00; wearing apparel, \$4,000.00.

Current Charges and Obligations: Licenses, \$11.00.

Equipment: Office equipment, \$615.00; kitchen equipment, \$20,000.00.

4. MAINTENANCE OF HOUSEHOLD AND PROPERTY

Responsible for the general cleaning services of the hospital. The area cleaned includes 7 ward buildings with 6 floors, 6 laboratory and research buildings with 27 floors, a house officers' building and annex with 11 floors, 4 nurses' building with 17 floors, and an accident and general service building containing 10 floors. This group is responsible for marking, mending, and distributing hospital linens; furnishes a ward porter service for handling laundry, medicine for patients, and the delivery of food trucks to the wards; operates the hospital elevators; and provides miscellaneous porter services. The laundry cleans all linens for the main hospital. An average of 85,000 pieces are finished weekly, including 33,000 sheets, 12,000 bed gowns, and over 3,000 blankets.

Responsible for the maintenance and repair work throughout the hospital and for the operation of the Power Plant. This service maintains the electrical system and makes emergency repairs; repairs and refinishes furniture; performs routine painting jobs; repairs the plumbing system; and has charge of the maintenance of the various refrigerating systems. The Power Plant supplies heat and light to approximately 26 hospital buildings. The Security Section is responsible for the control of all entrances and exits of the hospital and the protection of property and equipment. A night watchman service is operated.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Total
667	\$1,909,000 00	\$295,623 00	\$612,516 00	\$1,795 00	\$20,385 00	\$100,000 00	\$2,939,319

Personal Services: Performance under this program is divided among the following divisions or sections:

Housekeeping and Linen Service:

Administrative: Supervising Nurse Administrator, Head Nurse, Clerical Employee.

Linen Room: Principal Hospital House Worker, 10 Senior Hospital House Workers, 7 Hospital House Workers.

Ward Buildings: 7 Senior Hospital House Workers, 115 Hospital House Workers.

House Officers' Building: 3 Senior Hospital House Workers, 17 Hospital House Workers.

Nurses' Homes: 3 Floor Duty Nurses, 4 Housemothers (Nurse), 2 Senior Hospital House Workers, 26 Hospital House Workers.

Dowling Ward Building: Supervising Nurse, 2 Head Nurses, 2 Senior Hospital House Workers, 59 Hospital House Workers.

Ward Porters' Department: Head Hospital House Worker, 3 Principal Hospital House Workers, 8 Senior Hospital House Workers.

57 Hospital House Workers.

Sharon Street Parking Lot: 4 Hospital House Workers.

Elevator Department: 3 Principal Elevator Operators, 9 Senior Elevator Operators, 81 Elevator Operators.

Laundry Department: Laundry Supervisor, Assistant Laundry Supervisor, 6 Principal Hospital Laundry Workers, 8 Senior Hospital Laundry Workers, 100 Hospital Laundry Workers, Hospital House Worker.

Plant and Maintenance Service:

Administration: Plant Superintendent, Chief Power Plant Engineer, 2 Clerical Employees.

Maintenance Service: Clerk of the Works, Chief Electrician, Carpenter Foreman, Working Foreman Plumber and Steamfitter, 5 Electricians, Working Foreman Painter, 5 Steamfitters, 3 Plumbers, Plasterer, 5 Carpenters, 4 Hospital Mechanical Repairmen, 1 Refrigeration Repairman-Electrician, Gasfitter, Machinist, Sign Painter, 3 Painters, 4 Electrician's Helpers, 3 Steamfitter's Helpers, 4 Plumber's Helpers, Gardener's Helper.

Power Plant: First Assistant Power Plant Engineer, 7 Second-Class Stationary Engineers, 7 Third-Class Stationary Engineers, 13 First-Class Steam Firemen, Boiler Maintenance Man.
 Security Force: Head Hospital Guard, 2 Senior Hospital Guards, 14 Hospital Guards, Watchman.
 South Department: Supervisor's Office: Head Clerk, Principal Hospital Medical Worker, 4 Hospital House Workers, 18 Hospital Medical Workers.
 Temporary Employees: \$3,750.00.
 Overtime: \$14,250.00.
Contractual Services: Electricity, \$49,000.00; gas fuel, \$11,000.00.
Repair and Maintenance of Buildings and Structures (\$150,000.00):
 Contracts for servicing of elevators and dumbwaiters, \$30,000.00; carpentry, \$27,780.00; electrical, \$11,120.00; plumbing and steam-fitting, \$32,540.00; miscellaneous repairs, \$48,560.00.
 Servicing of Equipment: Machinery and tools, \$17,292.00; refrigeration service for hospital wards, \$10,000.00; servicing of household equipment, \$10,000.00.
 Transportation of Persons: Convention expenses, \$300.00; carfare for workers, \$60.00.
 Miscellaneous Contractual Services: Advertising, \$600.00; blueprinting and microfilming, \$300.00; cleaning windows in hospital, \$10,500.00; other cleaning, \$1,365.00; freight and express charges, \$350.00; extermination of pests, \$2,500.00; miscellaneous inspections, \$9,356.00; architect's fees, \$2,000.00; services of consulting engineer, \$11,000.00; technical services, \$10,000.00.
Supplies and Materials: Fuel oil, \$327,840.00; laundry supplies, \$10,000.00; custodial supplies, \$54,081.00; miscellaneous household supplies, \$83,100.00; medical, dental and hospital supplies, \$2,400.00; postage, forms, cards, and stationery, \$4,100.00.
 Miscellaneous Supplies and Materials: Storeroom supplies, \$4,675.00; Laundry supplies, \$1,500.00; linen supplies, \$71,000.00; Plant supplies, \$43,705.00; Power Plant supplies, \$10,115.00.
Current Charges and Obligations: Gas rentals, \$360.00; rental of Ozone generators, \$1,100.00; dues and subscriptions, \$35.00; burglary insurance, \$300.00.
Equipment: Office equipment, \$385.00; miscellaneous equipment: housekeeping equipment, \$3,500.00; laundry, \$12,000.00; general operating equipment, \$4,500.00.
Structures and Improvements: No. 701—Installations, alterations and repairs, \$100,000.00 allowed.
 Demolition of Plenum Chamber building formerly servicing Old Surgical Building.
 Repair of porches between Wards B-C-D and Old Surgical Building, etc.
 Rehabilitation of Physio-Therapy Department.
 Patch falling plaster, etc., and redecorate Surgical Building.
 Repair balconies, and paint exterior of Surgical Building.
 Maternity Building: Repair plaster and partially redecorate.
 Garbage Room in Warehouse Building: Repair floor drains, floor and wall surfaces and paint.
 Old Ice Plant, basement of Kitchen: Demolish old Ice Plant and replace with storage facilities.
 Main Kitchen: Repair monitors and ventilating system.
 Main Kitchen: Repair tiles.
 Main Kitchen: Install 3-wire, grounded, electrical fixtures for ward food service truck area to meet code requirements.
 Alterations for new patient intensive Care Units.
 Medical Building: Repair plaster and paint interior.
 House Officers' Building: Remodel Mezzanine.
 House Officers' Building: Repair plaster and paint interior.
 House Officers' Building: Repair and/or replace metal toilet and shower partitions.
 Burnham Building: Replace old indirect heating system with direct radiation.
 Burnham Building: Replace temporary sash in patient porches with new sash.
 Pavilion 3: Repair brick and sash and paint exterior.
 Pavilion 3: Repair balconies.
 Power House: Miscellaneous repairs to structure.
 Power House: Piping repairs and changes.
 Dowling Building: Repairs to toilet stalls.
 Dowling Building: Repairs to patient call systems.
 Dowling Building: Replace amphitheatre lighting.
 Dowling Building: Repair seats, podium, blackboards, speaking system, etc.
 Dowling Building: Repairs to Accident Floor Area.
 Dowling Building: Alterations to Linen Exchange Area.
 Tunnel: Complete painting of tunnels.
 Vose House: Partial exterior masonry pointing.
 South Department: Redecorate living quarters of Domestic Building.
 Drown House: Enclose stairways.
 General structural repairs to tunnel floors.
 Electric: Temporary, emergency, extension of A.C. electrical services for Hospital, awaiting major conversion from D.C. to A.C.

5. OUT-PATIENT AND EMERGENCY SERVICE

This program consists of all out-patient clinic and emergency services. Out-patient problems of a medical or surgical nature as well as the diagnosis and treatment of problems in pediatrics, gynecology, allergies, epilepsy, etc., are handled in the Out-Patient Department. Situations of an emergency nature in the East Boston area are handled at the East Boston Relief Station. Emergency cases coming to the main hospital are handled on the Accident Floor. The Fracture Unit is maintained for the treatment of orthopedic cases and the emergency treatment of fractures, dislocations, and lacerations. This unit also treats in-patients and a portion of its costs is charged to Program 2, Professional Care of Patients.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
266	\$858,125 00	\$5,009 00	\$29,270 00	\$21,000 00	\$913,404 00

Personal Services:

Out-Patient Department:

Administrative: Nursing Director, Supervising Nurse Administrator.

Nursing Service: 3 Supervising Nurse Administrators, 13 Head Nurses, 12 Floor Nurses, 6 Floor Nurses (part time), Senior Hospital Medical Worker, 18 Hospital Medical Workers.

Hospital Department, Boston City Hospital — Continued

Laboratory and Technical Service: 2 Junior Bacteriologists, 5 Laboratory Technicians, Laboratory Assistant, 5 Laboratory Assistant (part time), Dental X-Ray Technician, Head X-Ray Technician, 2 Senior X-Ray Technicians, Hospital House Worker.
 Clerical and Record Service: Assistant Medical Librarian, Head Clerk, 2 Principal Clerks, 14 Clerical Employees, 19 Clerical Employee (part time); 2 Hospital Medical Workers.
 East Boston Relief Station: Senior Executive Assistant, 2 Executive Physicians, Supervising Nurse, 4 Floor Nurses, Floor Nurse (part time)
 3 Ambulance Medical Aide Men, Hospital Medical Worker, Principal Clerk, 2 Senior Hospital House Workers, 2 Hospital House Worker
 Fracture Unit:
 Medical Staff: 3 Residents, 2 Senior Assistant Residents, 2 Junior Assistant Residents.
 General and Administrative: Supervising Nurse Administrator, Principal Medical Stenographer, 8 Hospital House Workers, 2 Clerical Employees.
 Plaster Room: 2 Head Nurses, 6 Floor Nurses, 2 Floor Nurses (part time), 2 Principal Hospital Medical Workers, Senior Hospital Medical Worker, 10 Hospital Medical Workers.
 Splint Room: 2 Principal Hospital Medical Workers, Senior Hospital Medical Worker, 3 Hospital Medical Workers.
 X-Ray Department: Roentgenologist, Head X-Ray Technician, 2 Principal X-Ray Technicians, Floor Duty Nurse, 8 Senior X-Ray Technicians, 3 X-Ray Technicians, 5 Hospital Medical Workers, Laboratory Technician, Principal Clerk, 5 Clerical Employees.
 Accident Floor, Nursing Service: Supervising Nurse Administrator, 5 Head Nurses, 13 Floor Nurses, 5 Floor Nurses (part time), 2 Male Nurse
 26 Ambulance Medical Aide Men, 8 Hospital Medical Workers.
 Temporary Employees: \$8,250.00.
 Overtime: \$7,875.00.

Contractual Services: Repair of household equipment, \$4,715.00; carfares, \$5.00; inspection of sprinkler equipment, \$24.00; cleaning window East Boston Relief Station, \$265.00.

Supplies and Materials: Fuel oil, \$2,160.00; household supplies, \$1,125.00; medical, dental, and hospital supplies, \$17,200.00; postage, card forms, and stationery, \$8,000.00; miscellaneous supplies and materials, \$785.00.

Equipment: Office equipment, \$1,000.00; medical, dental, and hospital equipment, \$20,000.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Total
1. Administrative and General Services . . .	196	\$697,125 00	\$106,461 00	\$21,350 00	\$1,310 50	\$2,000 00	—	\$828,246 50
2. Professional Care of Patients . . .	2,118	6,165,750 00	85,407 00	1,216,485 00	7,483 50	126,000 00	—	7,601,125 50
3. Dietary Planning, Preparation, and Serving of Meals . . .	269	790,000 00	6,500 00	849,379 00	11 00	20,615 00	—	1,666,505 00
4. Maintenance of Household and Property . . .	667	1,909,000 00	295,623 00	612,516 00	1,795 00	20,385 00	\$100,000 00	2,939,319 00
5. Out-Patient and Emergency Service . . .	266	858,125 00	5,009 00	29,270 00	—	21,000 00	—	913,404 00
TOTALS . . .	3,516	\$10,420,000 00	\$499,000 00	\$2,729,000 00	\$10,600 00	\$190,000 00	\$100,000 00	\$13,948,600 00

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
307	\$840,500 00	\$12,125 00	\$94,850 00	\$175 00	\$14,450 00	\$962,100 00
Personal Services: Performance under this program is divided among the following divisions or sections:						
Medical Administration Division: Chief of Staff, Assistant Chief of Staff, Chief Resident Physician and Executive Assistant.						
Nursing Administration Division: Superintendent of Nurses, Assistant Superintendent of Nurses, 2 Night Supervisors of Nurses.						
General Care:						
Medical: 2 Senior Staff Physicians, 2 Junior Staff Physicians, 3 Resident Physicians, Resident Physician (rotating), 3 Visiting Physicians.						
Nursing: 14 Head Nurses, 41 Registered Graduate Nurses, 3 Nonregistered Nurses, 26 Licensed Attendant Nurses, 13 part-time Registered Graduate Nurses, 27 Patient Male Nurses, 116 Hospital Medical Workers.						
Operating Room Section:						
Medical: Visiting Surgeon, Resident Surgeon, 2 Rotating Resident Surgeons.						
Nursing: Supervisor of Operating Room, 2 Head Nurses, Hospital Medical Worker.						
Medical Records Section: 5 Clerical Employees.						

Sanatorium Division, Hospital Department — Continued

School of Nursing: Assistant Superintendent of Nurses and Instructor, Assistant Superintendent of Nurses.

Medical Social Work Section: Medical Social Work Supervisor, 2 Medical Social Workers, Clerical Employee, Patient Choreman.

Clinical and Physiological Laboratories: Principal Bacteriologist, 3 Laboratory Technicians, Senior Hospital Medical Worker, Hospital

Medical Worker, Registered Graduate Nurse.

Special Professional Services:

X-Ray Department: Roentgenologist, Principal X-Ray Technician, Senior X-Ray Technician, Hospital Medical Worker.

Occupational Therapy: Head Occupational Therapist, 2 Occupational Therapists, Patient Choreman.

Dental Service: Visiting Dental Surgeon, Dental Hygienist.

Pharmacy Department: Head Pharmacist, Pharmacist, Hospital House Worker.

Physiotherapy Department: Head Nurse Physiotherapist.

Otolaryngological Clinic: Laryngologist.

Eye Clinic: Visiting Ophthalmologist.

Psychiatric Clinic: Clinical Psychologist, 3 Resident Psychiatrists.

Ambulance Section: Chauffeur-Intermittent Ambulance Driver, Chauffeur.

Overtime: \$29,000.00.

Contractual Services: Repairs to medical and hospital equipment, \$1,650.00; carfares for social workers, \$50.00; travel expenses for attendance at conventions, \$425.00; salaries of 4 visiting surgeons and 1 Director of Pulmonary Function Laboratory at \$35.00 a visit (maximum \$1,800.00 a year), \$8,350.00; service charge for Red Cross blood, \$1,500.00; duplicating services, \$100.00; freight and express charges, \$25.00; developing film for operating room, \$25.00.

Supplies and Materials: Automotive supplies and materials, \$200.00; household supplies, \$950.00; drugs, \$58,600.00; laboratories, \$11,600.00; medical, dental, and hospital supplies, \$13,800.00; postage forms, cards, and stationery, \$2,700.00; wearing apparel, \$4,000.00; occupation therapy supplies, \$3,000.00.

Current Charges and Obligations: Dues and subscriptions, \$175.00.

Equipment: Typewriters, \$530.00; medical, surgical and laboratory equipment, \$13,565.00; library books, \$185.00; miscellaneous equipment, \$170.00.

3. DIETARY PLANNING, PREPARATION, AND SERVING OF MEALS

Responsible for the planning and preparation of meals. Approximately 1,650 meals are prepared in the main kitchen daily. Food for patients of 14 of the wards is delivered in electrically-heated food trucks. About 300 meals are served employees in the cafeteria daily; 100 meals a day are served in the patients' cafeteria.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
95	\$297,500 00	\$1,200 00	\$277,450 00	\$7 00	\$3,000 00	\$579,157 00

Personal Services: Performance under this program is divided among the following divisions or sections:

Administrative: Head Dietitian, 2 Dietitians.

Main Kitchen: Chef, 2 Head Hospital Kitchen Workers, 3 Principal Hospital Kitchen Workers, 14 Senior Hospital Kitchen Workers.

Hospital Kitchen Workers.

Bake Shop: Head Hospital Kitchen Worker, 3 Principal Hospital Kitchen Workers, Senior Hospital Kitchen Worker.

Butcher Shop: Principal Hospital Kitchen Worker, 2 Senior Hospital Kitchen Workers.

Refrigerator Section: 2 Senior Hospital Kitchen Workers, 2 Hospital Kitchen Workers.

Vegetable Room: 2 Principal Hospital Kitchen Workers, 6 Hospital Kitchen Workers.

Diet Kitchen: 3 Senior Hospital Kitchen Workers, 2 Hospital Kitchen Workers.

Truck and Cleaning Section: 10 Hospital Kitchen Workers.

Cafeteria Section: 3 Senior Hospital Kitchen Workers, 19 Hospital Kitchen Workers.

Temporary Employees, \$2,550.00.

Overtime, \$10,500.00.

Contractual Services: Repairing kitchen equipment, \$1,200.00.

Supplies and Materials: Food supplies, \$270,000.00 (meats and fish, \$105,000.00; milk, cream and ice cream mix, \$55,000; fruits and vegetables, \$48,000.00; butter, eggs and cheese, \$27,000.00; groceries, surplus commodities charges, etc., \$25,000.00; flour and cereals, \$10,000.00); household supplies, \$5,400.00; postage, forms, cards, and stationery, \$100.00; wearing apparel, \$1,500.00; repair parts for kitchen equipment, \$150.00; miscellaneous supplies, \$300.00.

Current Charges and Obligations: Licenses, \$7.00.

Equipment: Household equipment, \$3,000.00.

4. MAINTENANCE OF HOUSEHOLD AND PROPERTY

The Plant Operation and Maintenance Section is responsible for the operation of the Power Plant, which supplies the heat and steam required by all buildings; for the maintenance and repair work in the 14 hospital buildings and 3 residences for doctors; for the supervision and inspection of all contract work; for the upkeep and patrolling of the 51 acres grounds. Elevator service is provided and the refrigeration plant is maintained. The Housekeeping Section is responsible for the cleaning of all hospital buildings with the exception of the kitchen and laundry; for the operation of the medical and surgical stockroom, making about 83,000 issues a year; for the operation of the linen room; and for matron service in the Nurses' Home and Domestic Building. The square foot area in ward buildings amounts to 230,000, and there are 700,000 square feet in the Nurses' Home and Domestic Building. The Laundry Section is responsible for the laundering of all hospital linen for the wards, Nurses' Home, Domestic Building, and dining rooms. In addition, because of the communicable nature of the disease, the personal clothes of patients and the uniforms of nurses and employees are laundered. For the year 1941 the following approximate work was done by the laundry: finished work, 88,329 pieces, flat work, 666,246 pieces, fluff dressings, 161,244 pieces.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Total
131	\$393,700 00	\$96,665 00	\$93,400 00	\$20 00	\$3,170 00	\$50,000 00	\$636,955 00

Personal Services: Performance under this program is divided among the following divisions or sections:

Plant Operation and Maintenance Section:

Administrative: Assistant Plant Superintendent, Chief Power Plant Engineer, Second Class Stationary Engineer, 4 Third Class Stationary Engineers, 6 Steam Firemen.
 Grounds: Principal Hospital House Worker, 9 Senior Hospital House Workers.
 Maintenance Section: Electrician, 2 Carpenters, Plumber, Steamfitter, 2 Plasterers, Senior Hospital House Worker, 3 Watchmen, 4 Elevator Operators.

Housekeeping:

Administrative: Head Housekeeper, 2 Principal Hospital House Workers.
 Cleaning: 4 Senior Hospital House Workers, 58 Hospital House Workers.
 Medical and Surgical Storeroom Section: Senior Hospital House Worker.
 Linen Room: 2 Senior Hospital House Workers.
 Laundry Section: Laundry Supervisor, 5 Senior Hospital Laundry Workers, 1 Senior Hospital House Worker, 18 Hospital Laundry Workers.

Overtime, \$7,700.00.

Contractual Services: Electricity, \$16,100.00; gas fuel, \$2,900.00.

Repairs and Maintenance of Buildings and Structures, \$65,000.00:

Carpentry:

To continue program of replacing obsolete steel frame windows in G Building	\$10,000 00
Replacing screens in Kitchen Building	2,000 00
Installing new partitions in Social Service Offices	2,000 00
Repairing doors, door checks, and locks	500 00

Electrical:

Installing electrical outlets, fixtures, etc.	1,500 00
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Plumbing and Steamfitting:

Retubing No. 3 boiler in Power Plant and rebrickng No. 1 boiler	9,000 00
Installing new sinks in G. Building, Operating Room and Grocery	1,500 00
Modernizing kitchen and utility rooms in A. Building — new cabinets, sinks, and sterilizers	2,000 00
Repiping sections of ice plant and brine system	4,500 00
Covering pipe in refrigerators of Main Kitchen and on steam lines going through grocery storeroom	2,500 00
Repairing valves, steam traps, etc.	1,500 00
Interior painting: First floor of Domestic Building, Social Service Suite, and Storeroom	6,000 00
Pointing and waterproofing	10,000 00
To continue program of installing ceramic tile in utility rooms and washrooms	2,500 00
Repairing asphalt tile floors in Kitchen and Ward F	2,500 00
Repairing sidewalks and roadways	5,000 00
Repairing leaks in roofs	2,000 00

Servicing of Equipment: Automotive, \$200.00; machinery and tools, \$1,600.00; medical and hospital, \$1,600.00; miscellaneous equipment, \$250.00; carfares, \$15.00; cleaning, \$3,000.00; monthly maintenance of elevators, \$4,350.00; vermin control program, \$1,450.00; miscellaneous contractual services, \$200.00.

Supplies and Materials: Automotive, \$200.00; fuel oil, \$64,000.00; household supplies and materials, \$18,300.00; forms, cards and stationery, \$200.00; building supplies, \$6,500.00; fire fighting supplies, \$100.00; general operating supplies, \$1,400.00; repair parts (non-automotive), \$1,000.00; tools and instruments, \$850.00; wearing apparel, \$150.00; other supplies, \$700.00.

Current Charges and Obligations: Registrations, \$20.00.

Equipment: Office furniture, \$170.00; electrical equipment, \$1,000.00; fire fighting equipment, \$100.00; household equipment, \$1,800.00; other equipment, \$100.00.

Structures and Improvements: \$50,000.00.

Buildings and Improvements:

To continue modernization program:

Renewal of steam and return line from Laundry to Nurses' Home
 Renewal of steam and return line from A Basement to Ward M
 Install emergency auxiliary oil line and oil feed pump in Power House
 Install new steam line in G Sub-basement
 Install new auxiliary line to Nurses' Kitchen and Toilet in Ward F
 Install new auxiliary line from main line to offices and doctors' quarters in Domestic Building
 Change pipes to have heating system in Laundry on separate line
 Install separate auxiliary return line in Nurses' Home
 Install independent heating systems in two houses
 Renew all high pressure risers and return in G Building
 Repair steps and walks at front entrance — installing granite steps in top section
 Enlarge rooms on Ground Floor of G Building — West side

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Total
Administrative and General Services	35	\$117,300 00	\$6,610 00	\$2,700 00	\$118 00	\$80 00	—	\$126,808 00
Professional Care of Patients	307	840,500 00	12,125 00	94,850 00	175 00	14,450 00	—	962,100 00
Dietary Planning, Preparation, and Serving of Meals	95	297,500 00	1,200 00	277,450 00	7 00	3,000 00	—	579,157 00
Maintenance of Household and Property	131	393,700 00	96,665 00	93,400 00	20 00	3,170 00	\$50,000 00	636,955 00
TOTALS	568	\$1,649,000 00	\$116,600 00	\$468,400 00	\$320 00	\$20,700 00	\$50,000 00	\$2,305,020 00

LONG ISLAND HOSPITAL DIVISION, HOSPITAL DEPARTMENT

1-06-31

This division of the Hospital Department operates a hospital for the chronic sick and the homeless on Long Island which is situated in Boston Harbor and connected to the mainland by a viaduct. The institution consists of 27 buildings, 6 of which house 780 hospital patients, and 1 has facilities for 439 dormitory cases. A nurses' home and 4 other buildings house the employees who live at the island. There are 216 acres of land and 7 miles of roadway. The average daily census is 700 in hospital wards and 300 in the dormitory.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$1,368,926 03	\$1,397,560 13	\$1,405,000 00	\$2,075,380 00	\$1,510,000 00	
2—Contractual Services . . .	160,984 15	184,412 06	194,800 00	271,987 00	189,800 00	
3—Supplies & Materials . . .	593,027 11	620,852 90	642,800 00	713,145 00	642,800 00	
4—Current Charges & Oblig's . . .	1,041 30	859 20	2,700 00	2,382 00	2,300 00	
5—Equipment	20,707 32	13,214 55	20,000 00	60,942 00	21,000 00	
7—Structures & Improvements . . .	41,002 50	43,117 45	75,000 00	166,000 00	36,000 00	
TOTALS	\$2,185,688 41	\$2,260,016 29	\$2,340,300 00	\$3,289,836 00	\$2,401,900 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958 \$1,416,541 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Responsible for direction and supervision of the hospital based on policies formulated by the Board of Trustees. Coordinates the fiscal and administrative functions by providing general clerical and accounting services for all departments. Budgets are prepared; perpetual inventory records of supplies are maintained; supplies and materials are requisitioned, distributed, and stored; personnel records are processed; telephone service is supplied; religious services are conducted; and recreational activities are provided.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
30	\$99,500 00	\$3,159 00	\$2,676 00	\$523 00	\$840 00	\$106,698 00

Personal Services: Performance under this program is divided among the following divisions or sections:

Administrative: Superintendent, Clerical Employee.

General Services:

General Section: Head Administrative Clerk, 2 Head Clerks, 10 Clerical Employees.

Personnel Section: 3 Clerical Employees.

Telephone Section: 5 Telephone Operators and Clerks.

Religious Section: Resident Chaplain, 2 Chaplains, Organist (full time), Organist (part time).

Commissary Section: 2 Senior Storekeepers and Clerks.

Overtime, \$1,500.00.

Contractual Services: Servicing of office equipment, \$809.00; travel expenses, \$700.00; freight and express charges, \$1,500.00; professional and technical services, \$150.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$2,214.00; miscellaneous, \$462.00.

Current Charges and Obligations: Taxes, \$375.00; dues and subscriptions, \$138.00; premium on surety bond, \$10.00.

Equipment: Typewriters, \$840.00.

2. PROFESSIONAL CARE OF PATIENTS

Responsible for the medical, nursing, and surgical care of 1,000 patients daily. About 250,000 days of care will be given to patients in the hospital wards and about 100,000 days of care to dormitory patients. Conducts X-ray, occupational therapy, physical therapy, dental, and laboratory services. Maintains a pharmacy and Social Service Division. A School of Practical Nursing is conducted at the hospital for approximately 50 students.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
318	\$821,700 00	\$62,050 00	\$85,486 00	\$1,709 00	\$10,000 00	\$980,945 00

Personal Services: Performance under this program is divided among the following divisions or sections:

General Care Section:

Administrative: Medical Director.
Resident Staff: Resident Physician, 10 Assistant Resident Physicians.
Visiting Staff: Refractionist, Physician-Consulting Laryngologist.

Special Professional Services:

Pathological Section: Pathologist, 3 Laboratory Technicians, Laboratory Helper, Mortuary Attendant.
Radiology Section: Radiologist, 2 Senior X-Ray Technicians, X-Ray Technician, Attendant Nurse.
Dental Section: Dentist, Dental Hygienist.
Podiatry Section: 2 Supervising Podiatrists, Podiatrist.
Occupational Therapy Section: Senior Occupational Therapist, 2 Occupational Therapists.
Physical Therapy Section: Principal Physical Therapist, Senior Physical Therapist, Physical Therapist.
Pharmacy Section: Head Pharmacist, Inhalation Equipment Technician.
Medical Library Section: Medical Record Librarian, Clerical Employee.

Nursing Division:

Administrative: Superintendent of Nurses and Director of Training School for Practical Nurses.
Nursing Care Section: Assistant Superintendent of Nurses, Night Supervisor of Nurses, 5 Supervisors of Nurses, Operating Room Supervisor, 38 Head Nurses, 5 Graduate Nurses (Registered), 21 Graduate Nurses, Graduate Nurse (Non-Registered), 23 Licensed Practical Nurses, Senior Attendant Nurse, 109 Attendant Nurses.
School of Practical Nursing: Teacher of Practical Nursing, 45 Student Practical Nurses.
Nursing Home Section: 4 Matrons, Housemother (Nurses' Home), Proctor.

Social Service Division:

Administrative: Head Social Work Supervisor.
Intown Admitting Section: 2 Social Work Supervisors, 3 Social Workers, 2 Clerical Employees, Transportation Officer.
Medical Social Work Section: Social Work Supervisor, 3 Social Workers, Principal Hospital Medical Worker, Senior Attendant Nurse, 4 Clerical Employees.

Temporary Employees, \$8,200.00. Overtime, \$27,500.00.

Contractual Services: Servicing of medical and hospital equipment, \$3,000.00; transportation of patients, \$1,300.00; care of Boston cases at State Infirmary, \$20,000.00; advertising, \$250.00; repairing of dentures, eyeglasses, braces, legs, etc., \$500.00; Red Cross blood and special laboratory work, \$500.00; visiting and consulting staff services, \$36,075.00; printing, binding, and ruling, \$300.00; certificates and music for graduates of practical nursing, \$125.00.

Supplies and Materials:

Medical, Dental and Hospital Supplies: Medicine and drugs, \$35,000.00; surgical and clinical supplies, \$1,500.00; pharmacy supplies, \$4,500.00; X-ray supplies and materials, \$6,000.00; miscellaneous medical supplies, \$3,000.00.
Office Supplies and Materials: Postage, forms, cards, and stationery, \$3,486.00.
Miscellaneous Supplies: Wearing apparel, \$29,400.00; occupational therapy, \$2,600.00.

Current Charges and Obligations: Licenses, \$50.00; dues and subscriptions, \$659.00; rentals, \$1,000.00.

Equipment: Library books, \$600.00; household equipment, \$4,000.00; medical, dental, and hospital equipment, \$3,600.00; kitchen equipment, \$800.00; occupational therapy equipment, \$1,000.00.

3. DIETARY PLANNING, PREPARATION AND SERVING OF MEALS

Responsible for the planning, ordering, preparing, serving, and supervising of all the meals for approximately 1,000 patients and 300 employees. About 1,350,000 meals were served to the patients and employees in 1957.

Personal Services		Supplies		Equipment	Total
No.	Amount	Materials			
64	\$168,500 00	\$369,050 00		\$5,160 00	\$542,710 00

Personal Services: Performance under this program is divided among the following divisions or sections:

Administrative: Steward.

Main Kitchen: 2 Chefs, Assistant Chef, Principal Hospital Kitchen Worker, 8 Senior Hospital Kitchen Workers, 4 Hospital Kitchen Workers.

Bakery: Head Hospital Kitchen Worker (Baker), 2 Senior Hospital Kitchen Workers, 2 Hospital Kitchen Workers.

Butcher Shop: Head Hospital Kitchen Worker (Meatcutter), Principal Hospital Kitchen Worker, 3 Senior Hospital Kitchen Workers.

Diet Kitchen: Head Dietitian, 2 Senior Hospital Kitchen Workers, 2 Hospital Kitchen Workers.

Ward Kitchen: 10 Hospital Kitchen Workers.

Employees' Cafeteria: Senior Hospital Kitchen Worker, 14 Hospital Kitchen Workers.

Patients' Cafeteria: Senior Hospital Kitchen Worker, 6 Hospital Kitchen Workers.

Overtime: \$6,500.00.

Supplies and Materials: Food supplies, \$365,000.00 (dairy products, \$90,000.00; meats, fish, and poultry, \$160,000.00; processed foods, \$85,000.00; vegetables and fruits, \$30,000.00).

Household Supplies and Materials: Cutlery and glassware, \$800.00; kitchen utensils, \$1,200.00; glassware and dishes, \$2,000.00.

Postage, form, cards, and stationery, \$50.00.

Equipment: Kitchen equipment, \$5,000.00; office equipment, \$160.00.

4. MAINTENANCE OF HOUSEHOLD AND PROPERTY

Responsible for the operation, maintenance, and repair of all machinery, furniture, and equipment, the cleanliness and protection of the patients, employees, and the hospital property in general. Maintains a Security Guard Division, operates a power plant which supplies the heat and light required, operates a laundry which cleans all the bed linen and clothing for the hospital patients. Turns out the following weekly: press work, 2,600 pounds, rough dry, 10,000 pounds, flat work, 6,000 pounds. The sewing room: pieces mended, 900; pieces manufactured, 700 (included are towels, clothing, and linen).

Personal Services		Contractual		Supplies		Current	Equipment	Structures	Total
No.	Amount	Services		Materials					
141	\$420,300 00	\$124,591 00		\$185,588 00		\$68 00	\$5,000 00	\$36,000 00	\$771,547 00

Personal Services: Performance under this program is divided among the following divisions or sections:

Maintenance Section:

Administrative: Plant Superintendent.

Maintenance Unit: Assistant Plant Superintendent, Electrician Foreman, Plumber Foreman, Working Foreman-Carpenter, Working

Long Island Hospital Division, Hospital Department — Continued

Foreman-Painter, Working Foreman-Plumber and Steamfitter, Motor Equipment Repairman, Plumber, Plasterer, Carpenter, Machinist, Cabinetmaker and Carpenter, Spray Painter, 4 Painters, 7 Motor Equipment Operators and Laborers, 3 Carpenter Helpers, 3 Electrician's Helpers, Plumber's Helper, 2 Steamfitter's Helpers, Transportation Attendant, 6 Hospital Laborers, Cemetery Laborer, 4 Hospital House Workers, Painter's Helper.

Power Plant Unit: Chief Power Plant Engineer, 4 Second-Class Stationary Engineers, 5 Steam Firemen, 2 Engine Room Helpers.

Housekeeping Unit: Supervising Housekeeper, Principal Hospital House Worker (sewing), Senior Hospital House Worker, 23 Hospital House Workers.

Laundry Division: Laundry Manager, 4 Senior Hospital Laundry Workers, Head Laundress, 5 Senior Hospital House Workers (sewing), 18 Hospital Laundry Workers.

Security Unit: Head Hospital Guard, Principal Hospital Guard, 3 Senior Hospital Guards, 15 Hospital Guards, 2 Watchmen.

Miscellaneous Division: Supervisor Patient Labor, Senior Building Custodian, Shoe Repairman, Motion Picture Operator, Gardener.

Temporary: \$1,800.00.

Overtime: \$14,500.00.

Contractual Services: Telephone service, \$7,800.00; electricity, \$5,000.00.

Repairs and Maintenance of Buildings and Structures: \$45,000.00.

Carpentry: Cubicle and Curtains in Wards.

Erection of Nurses' Stations in Wards.

Installation and repair of floor tile — various locations.

Furnish and install new doors in all Walk-In Refrigerators.

Tile and paint Pan room — Main Kitchen.

Special wall covering along Run (A, B, C & D) (Kalistron).

Repair of door checks.

Garbage Disposal units to be installed in all ward kitchens.

General carpentry repairs.

Install Hood with fan in main Kitchen.

Erect sand boxes at all inclines on roads and at parking lot.

Repair floor of employee's cafeteria kitchen — Concrete and Quarry tile.

Inside stair case from Laundry to Basement.

Relocate lint collector and vent from Roof to side of Laundry.

Shelter for rear entrance at Attendants' Home.

Electrical: Lighting throughout plant.

Furnish and install two exhaust fans — Employees' and Dormitory Cafeterias.

Exit lighting.

Christmas.

Plumbing and Steamfitting:

Remodel sinks for dual hand control — O.P.D.

Renew water piping — Nurses' Home.

Renew water piping and fixtures in Attendants' Home.

Repairs to sprinkler lines.

Repairs to sewer and water lines.

General plumbing repairs — New roof leaders (Main Kitchen) repairs and replacing fixtures — lines — etc.

Furnish and install new sprinkler control valve — Attendants' Home.

Siameze connections to all sprinkler systems.

Repair or replace water meter — Laundry Basement.

Painting and Plastering:

Paint Chaplain's House.

Paint Dormitory Cafeteria.

Interior Painting — General Plant.

Plastering — General Plant.

Brickwork: Repair to chimney — Power House — others.

Miscellaneous: New tubes for No. 5 Boiler.

Servicing of Equipment: Automotive, \$2,500.00; machinery and tools, \$2,200.00; repairs to laundry machinery, \$2,000.00; remaking mattresses, \$1,125.00; repairs and servicing furniture, cables, motorless vehicles, construction and engineering equipment, \$2,366.00.

Bus service between Fields Corner and Long Island, \$46,000.00.

Contractual Services Not Otherwise Classified: Advertising, \$250.00; blueprinting, \$200.00; cleaning rugs, draperies, etc., \$200.00; extermination of insects and pests, \$2,700.00; contract for washing windows, \$4,000.00; sharpening tools and instruments, \$100.00; miscellaneous, \$3,150.00.

Supplies and Materials:

Automotive supplies, \$4,000.00; heating supplies, \$108,000.00.

Household Supplies: Laundry, cleaning, custodial supplies, \$8,000.00; custodial supplies, \$5,000.00; cloth, \$14,000.00; linen, towels, and bedding, \$5,000.00; pillow, sheets, etc., \$7,000.00; comforts, \$4,000.00; paper products, \$3,000.00.

Postage, forms, cards and stationery, \$50.00.

Miscellaneous supplies and materials: Hardware and plumbing supplies, \$3,000.00; painting supplies, \$3,000.00; construction supplies and materials, \$2,500.00; fire-fighting supplies, \$1,000.00; tools and instruments, \$750.00; power house and laundry supplies, \$2,500.00; repair parts, nonautomotive, \$7,100.00; general operating supplies, \$2,800.00; supplies not otherwise classified, \$4,888.00.

Current Charges and Obligations: Registration, \$30.00; license, \$38.00.

Equipment: Electrical and mechanical equipment, \$3,500.00; laundry, \$1,500.00.

Structures and Improvements:

Buildings and Improvements, \$20,000.00.

Repair and alterations of Chapel.

Alterations to toilet rooms Ward A, B, C, D.

Razing of sections of H, I, and J Buildings.

Operating room—air conditioning.

Passenger elevator, Administration Building.

Alterations to Research Laboratory.

Other Structures and Improvements, \$16,000.00.

Painting sections of viaduct.

Painting and waterproofing exterior walls—general plant.

General landscaping.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvement	Total
Administrative and General Services	30	\$99,500 00	\$3,159 00	\$2,676 00	\$523 00	\$840 00	—	\$106,698 00
Professional Care of Patients	318	821,700 00	62,050 00	85,486 00	1,709 00	10,000 00	—	980,945 00
Dietary Planning, Preparation, and Serving of Meals	64	168,500 00	—	369,050 00	—	5,160 00	—	542,710 00
Maintenance of Household and Property	141	420,300 00	124,591 00	185,588 00	68 00	5,000 00	\$36,000 00	771,547 00
TOTALS	553	\$1,510,000 00	\$189,800 00	\$642,800 00	\$2,300 00	\$21,000 00	\$36,000 00	\$2,401,900 00

WELFARE DEPARTMENT

1-07-10

The department's activities are carried on by 3 divisions, and a summary of the divisional appropriations is given below:

Title	1958 Budget						Approved
	1955 Expenditures	1956 Expenditures	1957 Appropriations	Requested by Department	Recommended by Mayor		
Central Office	\$21,989,958 81	\$22,598,088 38	\$23,034,366 00	\$24,663,311 00	\$23,338,195 00		
Temporary Home	46,820 36	49,891 25	59,518 00	65,597 00	59,430 00		
Seafarers' Lodge	33,702 11	32,742 67	41,030 00	38,199 00	32,549 00		
TOTALS	\$22,070,481 28	\$22,680,722 30	\$23,134,914 00	\$24,767,107 00	\$23,430,174 00		

The foregoing divisional statistics are combined in the following summary by objects of expenditure:

A — BUDGET SUMMARY

Group	1958 Budget						Approved
	1955 Expenditures	1956 Expenditures	1957 Appropriations	Requested by Department	Recommended by Mayor		
Personal Services	\$1,603,423 88	\$1,546,904 77	\$1,541,884 00	\$1,844,366 00	\$1,656,890 00		
Contractual Services	98,206 72	94,643 18	118,250 00	136,204 00	119,969 00		
Supplies & Materials	103,725 74	98,813 79	106,800 00	113,975 00	107,250 00		
Current Charges & Oblig's	20,259,815 53	20,938,889 86	21,359,480 00	22,297,382 00	21,537,035 00		
Equipment	5,309 41	1,470 70	8,500 00	25,180 00	9,030 00		
Structures & Improvements	—	—	—	325,000 00	—		
Land & Non-Structural Improvements to Land	—	—	—	25,000 00	—		
TOTALS	\$22,070,481 28	\$22,680,722 30	\$23,134,914 00	\$24,767,107 00	\$23,430,174 00		

In the pages that follow the detail applicable to each of the 3 divisions of the department is presented.

CENTRAL OFFICE, WELFARE DEPARTMENT

1-07-11

The Welfare Department administers the programs of public assistance established by the City of Boston. The major programs include general relief, aid to dependent children, permanently and totally disabled, old age assistance and aid to the medically indigent.

The department takes care of approximately 28,000 cases of persons or families living at home, which comprise about 34,000 individuals.

A — BUDGET SUMMARY

Group	1955 Expenditures		1956 Expenditures		1957 Appropriations	1958 Budget		Approved
						Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$1,551,234	25	\$1,493,815	50	\$1,485,000 00	\$1,786,362 00	\$1,606,000 00	
2—Contractual Services . . .	91,651	68	86,940	47	102,300 00	117,975 00	105,400 00	
3—Supplies & Materials . . .	82,218	61	77,049	25	80,765 00	88,877 00	82,795 00	
4—Current Charges & Oblig's	20,259,795	57	20,938,889	86	21,359,301 00	22,297,347 00	21,537,000 00	
5—Equipment	5,058	70	1,393	30	7,000 00	22,750 00	7,000 00	
7—Structures & Improvements	—		—		—	325,000 00	—	
8—Land & Non-Structural Improvements to Land . . .	—		—		—	25,000 00	—	
TOTALS	\$21,989,958	81	\$22,598,088	38	\$23,034,366 00*	\$24,663,311 00*	\$23,338,195 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958:

Reimbursement from Commonwealth

Old Age assistance	\$8,089,456 00
Aid to dependent children	2,679,989 00
Disability assistance	2,016,610 00
General relief	475,000 00
Refunds from recipients and realization of resources	245,000 00
Reimbursements from Cities and Towns	170,000 00

Total estimated departmental revenues for 1958 **\$13,676,055**

*In addition to the appropriated funds the department will expend \$15,016,285.00. These funds are federal grant-in-aid and are made directly to the Welfare Department. The Welfare Department will have an annual expenditure of \$38,354,480.00, in 1958.

C — PROGRAMS

I. ADMINISTRATIVE AND GENERAL SERVICES

Supervises and directs the department, establishes major policies, and coordinates local public assistance programs with the federal and state governments. The chief of this division serves as secretary to the Board of Overseers.

Responsible for all personnel matters affecting the appointment, transfer, attendance records, recruitment of employees, and the preparation of payrolls; interprets new laws and regulations and furnishes the board and the department with assistance on legal matters; maintains a research and statistical service for the preparation of detailed reports on financial, personnel, and public assistance programs. The division also conducts an in-service training program for new employees and periodic refresher courses for all employees, and is responsible for coordinating the welfare and civil defense program in the event of a major disaster.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
31	\$79,114 00	\$8,200 00	\$2,501 00	\$1,224 00	\$610 00	\$91,649 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Secretary-Welfare Agent, Head Clerk-Secretary, 2 Clerical Employees, Head Clerk (Civil Defense).

In-Service Training Section: Supervisor of In-Service Training, Clerical Employee.

Statistical Section: Supervisor, Research and Statistics, Head Clerk, Social Worker, 2 Clerical Employees.

Personnel Section: Personnel Officer, 2 Principal Clerks, 2 Telephone Operators, 7 Clerical Employees.

Legal Section: Head Social Work Supervisor, 2 Principal Social Work Supervisors, Social Work Supervisor, 3 Clerical Employees.

Overtime, for emergency reports, \$300.00; temporary vacation supply, \$1,000.00.

Contractual Services: Telephone service, \$1,864.00; electricity, \$528.00; repairs, electrical, \$48.00; plumbing and steamfitting, \$49.00; carpentry, \$150.00; repair and servicing, automotive, \$200.00; office machines, \$39.00; miscellaneous, \$26.00; travel expenses, \$200.00; cleaning windows, \$15.00; professional and technical services, \$5,040.00; miscellaneous, \$71.00.

Supplies and Materials: Automotive supplies, \$97.00; food, \$25.00; fuel oil, \$378.00; medical first aid, \$10.00; postage, \$500.00; forms, cards, stationery and miscellaneous office supplies, \$866.00; building supplies and materials, \$256.00; custodial supplies, \$369.00.

Current Charges and Obligations: Dues and subscriptions, \$674.00; premium on bonds, \$550.00.

Equipment: Office furniture: desks, chairs, \$410.00; library, \$200.00.

2. SUPERVISION AND DIRECTION OF BUSINESS OPERATIONS

Supervises and directs the Business Division. Responsible for determining legal settlement on old age assistance and general relief; sends notices to cities and towns on active cases receiving aid in Boston but legally settled elsewhere within the Commonwealth and on cases without legal settlement; makes settlement determination on notices received from cities and towns on active cases in those towns claiming legal settlement in Boston; determines legal settlement on medically indigent patients at the Boston City Hospital; and verifies vital statistics records on cases receiving aid under all categories. It is anticipated that this section will investigate, to determine responsibility for settlement in 1958, 29,391 cases.

Responsible for the fiscal and accounting operations of the entire department. The division prepares the welfare payrolls, disburses checks and cash on accepted cases, and maintains appropriate records. An aid audit is made of all authorizations of assistance; claims for federal and state reimbursement are prepared; and necessary monthly and annual reports are issued.

Responsible for the maintenance of the file room and the master file indices of all social and business records of the department; acts as an information center for district offices and authorized agencies, receiving approximately 21,000 inquiries a year; requisitions and accounts for all supplies and materials; maintains a duplicating and photostat unit; and procures routine maintenance of office equipment and furniture. Cleaning and custodial services and ordinary repairs to buildings and structures are also responsibilities of this section. The central office and units occupy a total of 142,323 square feet of office space.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
250	\$485,486 00	\$18,280 00	\$19,824 00	\$35,474 00	\$1,656 00	\$560,720 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Deputy Welfare Agent, Principal Social Work Supervisor, Head Clerk, 1 Clerical Employee.

Settlement Section: Head Social Work Supervisor, Principal Social Work Supervisor, 4 Social Work Supervisors, Head Clerk, 37 Social Workers, 19 Clerical Employees.

Office of Assistant Deputy Welfare Agent: Assistant Deputy Welfare Agent, Principal Clerk.

Finance and Fiscal Section: Supervisor of Machine Accounting, 2 Senior Accountants, 2 Head Administrative Clerks, 4 Head Clerks, 30 Bookkeepers, 87 Clerical Employees.

Records Section: Head Administrative Clerk, 16 Clerical Employees.

Supplies and Equipment Section: Supervisor of Supplies, 2 Head Clerks, Photostat Operator, Typewriter Inspector and Technician, 7 Clerical Employees.

Maintenance and Custodial Services Section: Plant Superintendent, Chief Power Plant Engineer, 3 Engineers, 21 Custodial Employees.

Vacation supply, \$1,000.00.

Overtime, \$300.00.

Contractual Services: Telephone service, \$7,628.00; light, heat, and power, \$5,984.00; repairs, carpentry, \$555.00; electrical, \$204.00; plumbing and heating, \$561.00; miscellaneous repairs, \$1,200.00; repairing and servicing automotive equipment, \$35.00; machinery and tools, \$149.00; office machines and appliances, \$595.00; travel expenses, \$250.00; advertising and posting, \$100.00; cleaning windows, \$170.00; freight and express charges, \$550.00; printing and binding, \$225.00; professional and technical services, \$25.00; miscellaneous services, \$49.00.

Supplies and Materials: Automotive supplies, \$194.00; food, \$63.00; fuel oil, \$4,284.00; cleaning and custodial supplies, \$2,316.00; medical first aid supplies, \$25.00; postage, \$3,000.00; forms, cards, stationery and miscellaneous office supplies, \$8,882.00; building supplies, fire extinguishers, tools and instruments, \$800.00; repair parts non-automotive, \$260.00.

Current Charges and Obligations: Rental of L. B. M. equipment, \$35,474.00.

Equipment: Office furniture and equipment, \$981.00; library, \$175.00; blackboard, \$25.00; electrical and mechanical equipment, \$475.00.

3. INTERVIEWING AND INVESTIGATING APPLICANTS TO DETERMINE ELIGIBILITY FOR RELIEF

Responsible for the execution of the public assistance programs of all categories authorized by the City of Boston.

Has responsibility for providing the district social worker with technical advice and assistance regarding resource matters. This service is responsible for the investigation of the resources of applicants and recipients of public assistance in all categories, including the checking with banks, insurance companies, and social security agencies. It investigates property holdings, and prepares and files in the Registry of Deeds liens on property owned by recipients of old age assistance and disability assistance. This service also investigates, approves, and authorizes applications for burials in all categories for non-relief cases.

Responsible for the initial interview and the preparation of formal application; deals with cases referred by other agencies of unemployed men and those without homes, referring them to employment agencies and assisting them to become rehabilitated and economically independent. The service maintains an employment register; assigns able-bodied recipients to work in City of Boston departments for relief granted; and processes all out-of-town correspondence relevant to clients and complaints registered by clients at the district offices. It is also responsible for developing the Manual of Assistance

Central Office, Welfare Department — Continued

policies and procedures, staff directories, and procedural bulletins; and making periodic reviews of the need for legislative changes and changes in the department program requirements.

Directs the activities of all district offices. All out-of-town correspondence and complaints registered by clients are referred to this service for investigation and appropriate action. Each office is responsible for the administration of the public assistance program within the boundaries of its district. The review of applications includes home visits and such related actions as may be necessary to determine the eligibility of the applicant for relief. In accordance with current law, follow-up visits are made to the home of each client as follows: old age assistance, at least every six months; aid to dependent children and disability assistance, at least once every three months; general relief, by policy at least every three months.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
465	\$1,041,400 00	\$78,920 00	\$60,470 00	\$21,500,302 00	\$4,734 00	\$22,685,826 00

Personal Services: Performance under this program is divided among the following sections:

Office of Deputy Welfare Agent Section: Deputy Welfare Agent, Assistant Deputy Welfare Agent, Social Work Supervisor, Head Clerical Employees.

Inquiries and Referrals Section: Social Work Supervisor, Social Worker, 2 Clerical Employees.

Social Case Review Section: Principal Social Work Supervisor, 2 Clerical Employees.

Procedures and Methods Section: 2 Clerical Employees.

Employment Services Section: Principal Social Work Supervisor, Head Employment Registrar.

Insurance Section: Principal Social Work Supervisor, 1 Clerical Employee.

Bank Clearances Section: 2 Clerical Employees.

Real Estate Section: Principal Social Work Supervisor, Social Work Supervisor, 2 Clerical Employees.

Burial Section: Head Administrative Clerk, 2 Clerical Employees.

Case Work Section: Head Social Work Supervisor, Clerical Employee.

Institutions and Nursing Homes Section: Principal Social Work Supervisor, 4 Social Work Supervisors, 21 Social Workers, 13 Clerical Employees.

Out-of-State Transportation Cases Section: Social Work Supervisor.

Homeless Men's Services Section: Principal Social Work Supervisor, Social Worker, Clerical Employee.

Child Welfare and Trust Fund Services Section: Social Work Supervisor, Social Worker, Clerical Employee.

Medical Section: Supervisor Medical Social Worker, 7 Social Workers, 5 Clerical Employees.

East Boston Section: Head Social Work Supervisor, Principal Social Work Supervisor, 5 Social Work Supervisors, 34 Social Workers, 21 Clerical Employees.

Church Street Section: Head Social Work Supervisor, Principal Social Work Supervisor, 8 Social Work Supervisors, 37 Social Workers, 31 Clerical Employees.

Roxbury Crossing Section: Head Social Work Supervisor, Principal Social Work Supervisor, 8 Social Work Supervisors, 52 Social Workers, 31 Clerical Employees.

Hancock Street Section: Head Social Work Supervisor, Principal Social Work Supervisor, 6 Social Work Supervisors, 36 Social Workers, 21 Clerical Employees.

Grove Hall Section: Head Social Work Supervisor, Principal Social Work Supervisor, 8 Social Work Supervisors, 50 Social Workers, 26 Clerical Employees.

Overtime, \$400.00. Temporary, \$3,000.00.

Contractual Services: Telephone service, \$27,508.00; light, heat and power, \$11,988.00; repairs to buildings: carpentry, \$1,055.00; electricity, \$78.00; plumbing and heating, \$214.00; roofing, \$700.00; painting two district offices, \$5,500.00; elevator repairs, \$1,100.00; tile and linoleum, \$616.00; repairs and servicing automotive equipment, \$165.00; machinery and tools, \$57.00; office machines and appliances, \$600.00; miscellaneous, \$34.00; travel expenses: conventions, \$750.00; conferences within State, \$500.00; carfare and mileage, \$9,300.00; cleaning windows, \$665.00; freight and express charges, \$550.00; board and care of persons, \$10,000.00; professional and technical services, \$6,500.00; record and judicial services, \$325.00; miscellaneous, \$715.00.

Supplies and Materials: Automotive supplies, \$194.00; food, \$62.00; fuel oil, \$7,938.00; medical first aid supplies, \$25.00; postage, \$32,200.00; cards, forms, stationery and miscellaneous office supplies, \$17,052.00; building supplies, \$200.00; repair parts non-automotive, \$300.00; tools and instruments, \$20.00; miscellaneous, \$164.00; household supplies and materials, \$2,315.00.

Current Charges and Obligations:

Old Age Assistance:

Relief grants:

Direct assistance	\$16,149,204 00
Indirect assistance (medical care)	4,369,980 00

17,300 cases at \$98.84 per month (\$1,709,932.00)	\$20,519,184 00
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Burials	40,000 00
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Payments to other cities and towns	200,000 00
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\$20,759,184 00

Less:

Federal grants, 17,300 cases at \$41.55 per month (\$718,750.00)	8,625,000 00
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Total — Old Age Assistance	\$12,134,184 00	\$12,100,000 00
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Aid to Dependent Children:

Relief grants:

Direct assistance	\$7,610,472 00
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Indirect assistance (medical care)	428,496 00
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4,360 cases at \$153.65 per month (\$669,914.00)	\$8,038,968 00
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Burials	1,000 00
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\$8,039,968 00

		Requested	Allowed
Less:			
Federal grants, 4,360 cases at \$71.55 per month (\$312,000.00)	\$3,744,000 00		
Total — Aid to Dependent Children		\$1,295,968 00	\$1,200,000 00
Disability Assistance:			
Relief grants:			
Direct assistance	\$3,363,480 00		
Indirect assistance (medical care)	1,296,000 00		
3,000 cases at \$129.43 per month (\$388,290.00)	\$1,659,480 00		
Burials	10,000 00		
	\$1,669,480 00		
Less:			
Federal grants, 3,000 cases at \$41.26 per month (\$123,792.00)	1,485,500 00		
Total — Disability Assistance		\$3,183,980 00	\$3,100,000 00
General Relief:			
Direct assistance	\$2,070,000 00		
Indirect assistance (medical care)	126,000 00		
3,000 cases at \$61.00 per month (\$183,000.00)	\$2,196,000 00		
Burials	25,000 00		
Payments to other cities and towns	125,000 00		
Total — General Relief		\$2,346,000 08	\$2,100,000 00
Premium on bonds			\$302 00

Equipment: Office desks, chairs, \$1,500.00; file cabinets, \$1,000.00; typewriters, \$909.00; library books, \$765.00; floor polishing machines, \$560.00.

D—PROGRAM SUMMARY

	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administrative and General Services	31	\$79,114 00	\$8,200 00	\$2,501 00	\$1,224 00	\$610 00	\$91,649 00
Supervision and Direction of Business Operations	250	485,486 00	18,280 00	19,824 00	35,474 00	1,656 00	560,720 00
Determination of Eligibility of Appli- cants for Relief	465	1,041,400 00	78,920 00	60,470 00	21,500,302 00	4,734 00	22,685,826 00
TOTALS	746	\$1,606,000 00	\$105,400 00	\$82,795 00	\$21,537,000 00	\$7,000 00	\$23,338,195 00

TEMPORARY HOME, WELFARE DEPARTMENT

1-07-12

The Temporary Home for Women and Children provides shelter for homeless women, mothers, and children forced by circumstances to leave their own homes, and abandoned, dependent, and neglected children. Accommodations consist of 50 adult beds and 15 cribs. The home provides shelter for a yearly average of 1,225 persons and serves an average 32,000 meals.

A—BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$32,864 20	\$34,617 60	\$37,023 00	\$39,102 00	\$36,600 00	
2—Contractual Services . . .	3,586 69	3,735 37	7,970 00	10,505 00	7,825 00	
3—Supplies & Materials . . .	10,098 80	11,460 88	12,990 00	13,525 00	12,940 00	
4—Current Charges & Oblig's . . .	19 96	—	35 00	35 00	35 00	
5—Equipment	250 71	77 40	1,500 00	2,430 00	2,030 00	
TOTALS	\$46,820 36	\$49,891 25	\$59,518 00	\$65,597 00	\$59,430 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958 None

C — PROGRAM

1. PROVIDING TEMPORARY SHELTER FOR WOMEN AND CHILDREN

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
11	\$36,600 00	\$7,825 00	\$12,940 00	\$35 00	\$2,030 00	\$59,430 00

Personal Services: Superintendent, Recreation Leader, Cook, Head Matron, 6 Matrons, Clerk-Typist. Overtime for Matrons, \$600.00.

Contractual Services: Telephone service, \$600.00; gas for fuel, \$500.00; repairs (electrical, \$400.00; plumbing and steamfitting, \$150.00; remodeling and modernizing kitchen, \$1,250.00; painting and plastering, \$2,000.00; roof repairs, \$100.00; asphalt tile, second floor, \$1,000.00; servicing machinery and tools, \$50.00; miscellaneous services, \$300.00; travel expenses, \$275.00; laundering of bed linen, sleeping garment \$1,000.00; window cleaning, \$100.00; express charges, \$25.00; printing and binding, \$25.00; exterminating services, \$50.00.

Supplies and Materials: Food supplies, \$10,000.00; soap, disinfectant, electric bulbs, \$100.00; dishes, towels, sheets, and bedspreads, \$600.00; medical and hospital supplies, \$400.00; postage, \$15.00; forms, cards, and stationery, \$25.00; building supplies, \$400.00; recharging fire extinguishers, \$25.00; replacement of electrical equipment, \$100.00; repairs for washing machine, \$50.00; tools and instruments, \$10.00; wear and tear, \$615.00; Christmas decorations, toys, and playroom equipment, \$300.00.

Current Charges and Obligations: Newspapers and periodicals, \$35.00.

Equipment: Household furniture and equipment, \$1,880.00; typewriter, \$150.00.

WAYFARERS' LODGE, WELFARE DEPARTMENT

1-07-13

The Wayfarers' Lodge provides overnight shelter for homeless men. Bed and breakfast are provided on a daily basis. There are facilities for 148 men, and the average nightly population is 75 persons.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
-Personal Services . . .	\$19,325 43	\$18,471 67	\$19,861 00	\$18,902 00	\$14,290 00	
-Contractual Services . .	2,968 35	3,967 34	7,980 00	7,724 00	6,744 00	
-Supplies & Materials . .	11,408 33	10,303 66	13,045 00	11,573 00	11,515 00	
-Current Charges & Oblig's	—	—	144 00	—	—	
-Equipment	—	—	—	—	—	
TOTALS	\$33,702 11	\$32,742 67	\$41,030 00	\$38,199 00	\$32,549 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958 None

C — PROGRAM

1. PROVIDING SHELTER FOR HOMELESS MEN

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
6	\$14,290 00	\$6,744 00	\$11,515 00	\$32,549 00

Personal Services: Superintendent, Assistant Superintendent, 3 Watchmen, Clerk-Typist. Overtime, for 10 holidays, \$400.00.

Contractual Services: Telephone, \$300.00; electricity and gas fuel, \$1,200.00; repairs (electrical, \$50.00; plumbing, \$125.00; painting, \$2,600.00; roofing, \$100.00; demolish woodyard, shore and strengthen building and repave area, \$2,000.00; carpentry, \$25.00; miscellaneous repairs, \$100.00; servicing of equipment, \$100.00; inspection of fire alarm, \$144.00.

Supplies, and Materials: Furnishing 25,000 meals, \$9,000.00; fuel oil, \$1,800.00; sheets, nightshirts, bulbs, miscellaneous household and custodial supplies, \$570.00; first aid supplies, \$50.00; building supplies and materials, \$55.00; firefighting supplies, \$20.00; chemicals and disinfectants, \$20.00.

VETERANS' SERVICES DEPARTMENT

1-07-40

As provided by the city ordinances, the Veterans' Services Department includes the Veterans' Graves Registration. For administrative purposes the appropriations for these services have been combined, although the amounts necessary for graves registration are not subject to the authority of the Commissioner. The departmental appropriation is given below.

Title	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
Veterans' Services Department	\$1,980,703 18	\$1,980,606 23	\$1,983,619 00	\$2,102,150 00	\$1,977,249 00	
Veterans' Graves Registration	6,080 36	8,446 37	34,538 00	36,543 00	35,033 00	
TOTALS . . .	\$1,986,783 54	\$1,989,052 60	\$2,018,157 00	\$2,138,693 00	\$2,012,282 00	

The foregoing divisional statistics are combined in the following summary by objects of expenditure:

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . .	\$305,801 42	\$356,646 45	\$327,688 00	\$338,546 00	\$321,183 00	
2—Contractual Services . .	10,054 64	11,689 46	32,910 00	36,423 00	34,320 00	
3—Supplies & Materials . .	4,617 95	6,405 91	6,625 00	8,470 00	5,550 00	
4—Current Charges & Oblig's	1,666,127 11	1,614,116 78	1,650,400 00	1,754,336 00	1,650,336 00	
5—Equipment	182 42	194 00	534 00	918 00	893 00	
TOTALS	\$1,986,783 54	\$1,989,052 60	\$2,018,157 00	\$2,138,693 00	\$2,018,282 00	

In the pages that follow the detail applicable to each of the two divisions of the department is presented.

VETERANS' SERVICES DEPARTMENT

1-07-41

The Veterans' Services Department has the responsibility of providing relief for needy veterans and their eligible dependents through cash payments from funds provided for this purpose. It also provides assistance in procuring medical care, hospitalization, educational and employment opportunities, housing, and other related benefits provided by existing laws.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
Personal Services . . .	\$300,419 42	\$349,163 00	\$317,000 00	\$327,363 00	\$310,000 00	
Contractual Services . .	9,471 63	11,152 04	9,560 00	11,718 00	10,970 00	
Supplies & Materials . .	4,501 60	6,022 41	6,225 00	7,940 00	5,150 00	
Current Charges & Oblig's	1,666,127 11	1,614,116 78	1,650,400 00	1,754,336 00	1,650,336 00	
Equipment	182 42	152 00	434 00	793 00	793 00	
TOTALS	\$1,980,703 18	\$1,980,606 23	\$1,983,619 00	\$2,102,150 00	\$1,977,249 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958	<u>\$807,400 00</u>
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C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General administrative direction of the department. Responsible for the preparation of the annual budget and control of expenditures; maintains personnel records and prepares payrolls; processes correspondence; requisitions and issues office supplies and equipment; acts as the office of record for the department; prepares relief rolls; compiles statistics and prepares required reports to the state for the purpose of obtaining reimbursement.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
10	\$48,717 00	\$1,333 00	\$1,069 00	\$25 00	\$299 00	\$51,443 00

Personal Services: Commissioner, Executive Secretary, Physician General, Assistant Commissioner, Principal Clerk Stenographer, Photostat Operator, Principal Clerk and Typist, 2 Telephone Operators, Clerk and Typist.

Contractual Services: Telephone service, \$1,028.00; repairs, office machines, \$50.00; travel expense, \$200.00; cleaning, \$55.00.

Supplies and Materials: Custodial supplies, \$19.00; medical, dental, hospital supplies, \$50.00; postage, forms, cards and stationery, \$1,000.00.

Current Charges and Obligations: Dues and subscriptions, \$25.00.

Equipment: Office furniture, \$235.00; library, \$64.00.

2. DETERMINATION OF ELIGIBILITY OF APPLICANTS FOR RELIEF

Responsible for the investigation of all applications for benefits and the determination of eligibility of applicants; processes applications for burial assistance and arranges for interments of veterans and their eligible dependents; and assists veterans in prosecuting claims for compensation, pension, and other benefits with the Veterans Administration. The division processes a yearly average of 3,800 applications for direct relief, 200 for vocational rehabilitation, 835 for medical treatment, approximately 3,500 applications are referred to the Veterans Administration for action.

Responsible for the initial preparation of all applications for benefits; procures or directs procurement of vital statistics records; makes preliminary determination as to settlement; refers application to appropriate division or department for investigation; checks settlement data on completed application and report of benefits by other divisions; and when necessary directs applicant to other agencies for benefits. The division certifies as Boston settlement 3,949 applications each year and refers 163 applications to other cities and towns.

Responsible for the screening of the daily hospital admittance lists to ascertain those patients who may be eligible for veterans' benefits, the preparation and review of applications, and the preparation of lists and supporting data for submission to the state for the purpose of obtaining reimbursement. This section annually screens 11,972 hospital admissions and prepares 2,296 applications and 2,296 case histories a year.

Veterans' Services Department — Continued

Responsible for furnishing veteran applicants with advice and counsel on their problems, which include education, job training, G.I. loans, compensation and pension plans, insurance matters, housing, review or discharge and allotment papers. A photostat and mimeograph service is maintained for use of veterans in documenting their records, and a medical service is operated for physical examinations. Requests for advice and counsel approximate a yearly average for employment, 600; housing, 600; general counseling, 3,400; and medical service, 150.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
60	\$237,240 00	\$9,122 00	\$3,073 00	\$36 00	\$384 00	\$249,955 00

Personal Services: Performance under this program is divided among the following sections:

Benefit Division: Deputy Commissioner, Principal Supervisor, 3 Supervisors, 20 Investigators, Social Worker, 10 Clerical Employees.

Settlement Division: Deputy Commissioner, Supervisor, Investigator, Consultant, 2 Settlement Clerks, 7 Clerical Employees.

Hospital Division: Assistant Commissioner, Supervisor, 4 Investigators, Social Worker, Senior Settlement Clerk, 3 Clerical Employees.

Contractual Services: Communications, \$4,127.00; servicing of office equipment, \$20.00; transportation of persons, \$4,800.00; cleaning towels, \$175.00.

Supplies and Materials: Custodial supplies, \$73.00; office supplies, \$3,000.00.

Current Charges and Obligations: Rental of water coolers, \$36.00.

Equipment: Office furniture equipment, \$304.00; library, \$80.00.

3. DISBURSEMENT OF RELIEF

Disburses all relief funds; approximately 40,000 checks are issued annually and 6,443 emergency cash payments are made.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
6	\$23,943 00	\$515 00	\$1,008 00	\$275 00	\$110 00	\$25,851 00

Personal Services: 4 Paymasters, 2 Clerical Employees.

Contractual Services: Telephone service, \$445.00; servicing of office equipment, \$50.00; cleaning, \$20.00.

Supplies and Materials: Cleaning and custodial supplies, \$8.00; postage, forms, cards, stationery, \$1,000.00.

Current Charges: Rental of water cooler, \$275.00.

Equipment: Office furniture equipment, \$110.00.

4. PAYMENTS TO OR FOR VETERANS AND DEPENDENTS

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
—	—	—	—	\$1,650,000 00	—	\$1,650,000 00

Current Charges: Hospital and medical costs, Civil, Spanish and Mexican Border, \$45,000.00; burial, \$14,000.00; payments to City Hospital for care of veterans, \$270,000.00; direct payments to veterans, \$1,321,000.00.

D — SUMMARY

Programs	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services	10	\$48,717 00	\$1,333 00	\$1,069 00	\$25 00	\$299 00	\$51,443
2. Determination of Eligibility of Applicants for Relief	60	237,340 00	9,122 00	3,073 00	36 00	384 00	249,955
3. Disbursement of Relief	6	23,943 00	515 00	1,008 00	275 00	110 00	25,851
4. Payments to or for Veterans and Dependents	—	—	—	—	1,650,000 00	—	1,650,000
TOTALS	76	\$310,000 00	\$10,970 00	\$5,150 00	\$1,650,336 00	\$793 00	\$1,977,249

VETERANS' GRAVES REGISTRATION

1-13-76

As provided by the general laws, appropriations may be made to suitably maintain, care for, and decorate the graves honorably discharged veterans. This function is assigned to a supervisor, who also maintains burial records of all veterans who were residents of the City of Boston.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
-Personal Services . . .	\$5,382 00	\$7,483 45	\$10,688 00	\$11,183 00	\$11,183 00	
-Contractual Services . .	582 01	537 42	23,350 00	24,705 00	23,350 00	
-Supplies & Materials . .	116 35	383 50	400 00	530 00	400 00	
-Equipment	—	42 00	100 00	125 00	100 00	
TOTALS	\$6,080 36	\$8,446 37	\$34,538 00	\$36,543 00	\$35,033 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958 None

C — PROGRAM

1. CARING FOR AND DECORATING VETERANS' GRAVES

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
2	\$11,183 00	\$23,350 00	\$400 00	\$100 00	\$35,033 00

Personal Services: Supervisor, Assistant Supervisor.

Contractual Services: Replace bronze plates on War Memorial in the Fenway, \$50.00; transportation of persons, \$300.00; advertising and posting, \$25.00; freight and express charges, \$300.00; printing, binding, ruling, \$50.00; decoration of veterans' graves, Memorial Day, May 30, \$18,425.00; decoration and dedication of veteran named squares, \$4,200.00.

Supplies and Materials: Postage, \$30.00; forms, cards, and stationery, \$370.00.

Equipment: Flags for decoration of veterans' graves, \$100.00.

LIBRARY DEPARTMENT

1-10-11

The Library Department of the City of Boston consists of the Central Library in Copley Square, the Kirstein Business Branch Library in the Edward Kirstein Memorial Building, the School Issue Department, 27 branch libraries, the Hospital Service at the Boston City Hospital, and 3 bookmobiles.

The collections and services of the library have two main purposes: first, the provision of a popular public library service for the citizens of Boston and second, the provision of books and other library materials for reference and research. In 1957 the annual circulation was 3,359,377 volumes for home reading.

A — BUDGET SUMMARY

Group	1955		1956		1957	1958 Budget		Approved
	Expenditures		Expenditures		Appropriations	Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$2,510,312	15	\$2,578,693	84	\$2,576,000	00	\$2,836,450	00
2—Contractual Services . . .	154,439	67	229,458	91	214,200	00	314,552	00
3—Supplies & Materials . . .	348,671	45	345,729	49	330,400	00	433,025	00
4—Current Charges & Oblig's	93,117	00	97,183	13	83,400	00	77,618	00
5—Equipment	70,586	76	56,709	64	60,000	00	109,875	00
TOTALS	\$3,177,127	03	\$3,307,775	01	\$3,264,000	00	\$3,771,520	00

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958	\$74,710 00
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C—PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Responsible, under the direction of the Trustees, for the administration of the library system and personnel program including entrance, qualifying, and promotional examinations, in-service training, the placement of personnel throughout the library system, and the maintenance of personnel records. The official records and files of the library are maintained and the information desk and switchboard in the Central Library are staffed.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
20	\$115,250 00	\$14,061 25	\$9,474 00	\$376 25	\$600 00	\$139,761 50

Personal Services: Performance under this program is divided among the following sections:

Director's Office: Director and Librarian, Assistant to the Director and Secretary of the Trustees, Assistant to the Director and Chief Executive Officer, 2 Assistants.

Personnel Office: Supervisor of Personnel, Assistant to the Supervisor of Personnel, 3 Assistants.

Records, Files and Statistics: Chief, 3 Assistants.

Information Office: Chief, 2 Assistants.

Exhibits Office: Chief, 2 Assistants.

Temporary employees: Employment of part-time assistants, \$8,000.00.

Overtime: Compensation for services in excess of regular working hours, \$1,000.00.

Contractual Services: Telephone services, \$1,112.25; light, heat and power, \$1,450.00; general repairs, \$500.00; servicing of office equipment, \$70.00; travel expenses and attendance at conventions, \$625.00; blueprinting and duplicating, \$250.00; cleaning, \$54.00; architect and engineering fees, \$750.00; printing and binding, \$6,250.00.

Supplies and Materials: Custodial supplies, \$424.00; medical supplies, \$25.00; postage, forms, cards, and stationery, \$8,995.00; wearing apparel, \$30.00.

Current Charges and Obligations: Rental of post office box, \$18.00; rental of postage meter, \$140.00; premium on surety bonds, \$218.25.

Equipment: Typewriter, office machines, office furniture, \$600.00.

2. CIRCULATION OF BOOKS AND LIBRARY MATERIALS

The greater part of the general lending of books for home use takes place from the Open Shelf Department of Home Reading at the Central Library, the 27 branch libraries, and the 3 bookmobiles. The book collections of this division number approximately 724,000, constituting about one third of the total book holdings of the library.

The Open Shelf Department maintains in the Central Library a library for the general reader for home reading. Separate sections are provided for adults, young adults, and children, each of which has a Readers' Advisor for the guidance of the readers. This department has a total of approximately 52,000 books and other items on the shelves.

The branch libraries provide educational and recreational reading for adults, young adults, and children, and cooperate with community organizations, agencies, and educational institutions in their activities and programs. There are approximately 564,000 books and other items on the shelves of the branch libraries for issue to borrowers.

The bookmobiles provide reading for persons in those parts of the city which are distant from branch libraries. Each bookmobile has an approximate annual circulation of 175,000 books.

The Audio-Visual Department maintains approximately 7,290 recordings and 972 films. In 1957, 52,424 recordings were issued to borrowers, and there were 12,682 showings of films to an audience of 605,079.

The Hospital Library Service serves hospital patients at the Boston City Hospital, providing books and periodicals, mailing projectors for patients required to remain on their backs, music and other recordings, and storytelling in the children's wards.

Other important services performed by this program are the following:

Selection of books and materials for the home reading program.

Cataloging and classifying books and materials.

Regulation of borrowers, issuance of borrowers' cards, and charging and discharging all books and materials borrowed from the Central Library. There are approximately 176,000 borrowers.

Issuance of children's books to schools which lack a school library; 298,184 books and other items are issued annually.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
289	\$1,391,212 00	\$131,727 25	\$271,886 00	\$49,202 25	\$2,900 00	\$1,846,927 50

Personal Services: Performance under this program is divided among the following sections:

Division Office: Chief Librarian, Assistant to the Chief Librarian, Supervisor of the Home Reading Services, 3 Deputy Supervisors, Extension Librarian, Assistant Special, Adults' Librarian, 5 Assistants.

Open Shelf Department: Chief, 2 Readers' Advisors, Administrative Assistant, Young Adults' Librarian, Children's Librarian, 13 Assistants.

Branch Libraries: Branch Librarian and Curator of Judaica, 25 Branch Librarians, 14 Adults' Librarians, 19 Children's Librarians, 3 Young Adults' Librarians, 8 Adults' Assistants, 90 Assistants, 14 Senior Building Custodians, 6 Cleaners.

Bookmobiles: Bookmobile Librarian, Adults' Librarian, 2 Children's Librarians, 11 Assistants.

Audio-Visual Department: Chief, 6 Assistants.

Hospital Library Service: Hospital Librarian, 2 Assistants.

Book Selection Department: Chief, Book Selection, Adults' Librarian, 3 Assistants.

Cataloging and Classification Department: Chief, 6 Assistants.

Central Charging Records: Chief, Administrative Library Assistant, Executive Assistant, 20 Assistants.

Central Book Stack for Home Reading and Community Services: Chief, School Librarian, Adults' Librarian, Children's Librarian, 11 Assistants, Cleaner.

Temporary employment of extra assistants and storytellers on part-time basis, \$144,625.00. Overtime: For services in excess of regular working hours, \$18,000.00.

Contractual Services: Telephone service, \$7,262.25; light, heat and power, \$33,150.00; general repairs, \$5,300.00; installations and replacements, \$7,350.00; heating, plumbing and ventilating, \$13,570.00; roof repairs, \$1,500.00; floor repairs, \$5,500.00; masonry repairs, \$2,500.00; servicing of equipment, \$900.00; travel expenses, \$1,625.00; advertising and posting, \$100.00; blueprinting and duplicating, \$250.00; printing and binding, \$6,750.00; recording and judicial, \$2,000.00; cleaning service, \$4,158.00; operation, garaging, and maintenance of 3 bookmobiles, \$28,200.00; professional and technical services, \$1,412.00; painting, \$10,200.00.

Supplies and Materials: Heating supplies, \$15,000.00; laundry, cleaning, and custodial supplies, \$5,206.00; medical supplies, \$25.00; postage, forms, cards, and stationery, \$22,405.00; education, recreation supplies, books, \$203,900.00; films, \$10,000.00; recordings, \$7,500.00; miscellaneous building supplies and materials, \$7,850.00.

Current Charges and Obligations: Rental of autotrucks and bookmobile, \$24,200.00; branch library rents, \$11,984.00; dues and subscriptions for periodicals and newspapers, \$7,500.00; rental of machines, \$5,300.00; insurance, \$218.25.

Equipment: File cabinets, chairs, lamps, office machines, \$2,900.00.

3. REFERENCE AND RESEARCH SERVICES

The reference and research services of the library are located in the Central Library, with the exception of the Business Branch, which is located in the Edward Kirstein Memorial Library Building in City Hall Avenue. The book collections of this division number approximately 1,393,000, constituting about two thirds of the total book holdings of the library.

The Book Stack Service provides public reference service for the 654,000 books available in the general book stack collections.

The other departments under this program provide reference and bibliographical service in their respective fields for the 739,000 volumes in their collections.

The Book Selection and Cataloging and Classification Departments are responsible for the selection of research and reference books and materials and for their cataloging and classification subsequent to acquisition. In 1957, 11,059 books and other items were cataloged and classified; 69,555 Library of Congress cards were processed; and 57,839 cards were processed on a duplicating machine.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
124	\$601,432 00	\$39,787 25	\$17,056 00	\$24,363 25	\$56,500 00	\$739,138 50

Personal Services: Performance under this program is divided among the following sections:

Division Office: Chief Librarian, Supervisor, and Deputy Supervisor of Reference and Research Services, Assistant.

Book Stack Service: Assistant-in-Charge; Assistant, Fifth Step; Assistant, Fourth Step; Executive Assistant; 22 Assistants.

General Reference Department: Chief and Deputy Supervisor of Reference and Research Services, Reference Assistant, 4 Assistants.

Fine Arts Department: Chief, Reference Librarian, Reference Assistant, 6 Assistants.

History Department: Chief, and Deputy Supervisor of Reference and Research Services, Reference Librarian, 3 Assistants.

Library Department — Continued

Kirstein Business Branch: Business Branch Librarian, Cataloger and Classifier, Reference Assistant, Reference Librarian, 9 Assistants, 2 Cleaners.

Music Department: Chief, 3 Assistants.

Periodical and Newspaper Department: Chief, and Deputy Supervisor of Reference and Research Services, Reference Librarian, Reference Assistant, 5 Assistants.

Print Department: Keeper of Prints, 3 Assistants.

Rare Book Department: Keeper of Rare Books and Editor of Publications, Curator of Americana, Reference Librarian, Cataloger and Classifier, 3 Assistants.

Science and Technology Department: Chief, Reference Librarian, 6 Assistants.

Statistical Department: Chief, Reference Librarian, 3 Assistants.

Teachers' Department: Chief, Reference Librarian, 2 Assistants.

Book Selection Department: Chief, Assistant.

Cataloging and Classification Department: Chief, Assistant, Fifth Step, 2 Catalogers, 13 Assistants.

Temporary Employment: Extra Assistants, \$45,875.00.

Overtime: For services in excess of regular working hours, \$14,500.00.

Contractual Services: Telephone service, \$4,689.25; light, heat, and power, \$19,160.00; miscellaneous repairs, \$2,500.00; installations and replacements, \$750.00; heating, plumbing, and ventilating, \$3,000.00; servicing of office equipment, \$150.00; travel expenses, \$625.00; cleaning, \$594.00; blueprinting and duplicating, \$250.00; professional and technical services, \$1,419.00; printing and binding, \$6,250.00; recording and judicial, \$400.00.

Supplies and Materials: Laundry, cleaning, and custodial supplies and materials, \$2,026.00; medical supplies, \$25.00; postage, forms, cards, and stationery, \$14,005.00; general operating supplies and materials, \$1,000.00.

Current Charges and Obligations: Periodical and newspaper subscriptions, \$15,000.00; insurance, \$218.25; rental of New England Depository Library, \$9,145.00.

Equipment: Office machines, cabinets, etc., \$1,500.00; library books for reference and research, \$55,000.00.

4. BUSINESS OPERATION AND BUILDING MAINTENANCE

All of those aspects of the library's activities that are not primarily of a purely bibliothetical nature, and are not provided for otherwise, are assigned to the Business Operations Division.

The Accounting Department maintains the accounting operations of the library, both for the city funds and trust funds; prepares payrolls; and processes all drafts for payment of bills.

The Materials Office is responsible for the purchase of library books and materials and their preparation for use including repairs and binding. Over 100,000 books, newspapers, films, recordings, and other items are purchased annually; it receives all materials and carries out the daily shipping and receiving program between the Central Library and the branches. It is also responsible for the housing, maintenance of records, and intramural filling of orders for stock and supplies.

The Building Department is responsible for the maintenance of buildings and grounds. The Central Library contains approximately 420,000 square feet of space, and the branch libraries contain approximately 124,000 square feet of space.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
137	\$587,106 00	\$39,474 25	\$36,709 00	\$3,058 25	\$666,347 50

Personal Services: Performance under this program is divided among the following sections:

Division Office: Assistant to the Director, Assistant to the Division Head, 2 Deputy Assistants to the Director, 5 Assistants.

Accounting Department: Principal Accountant, Senior Accountant, 4 Clerical Employees.

Book Purchasing Department: Chief, Book Purchasing Librarian, 13 Assistants.

Book Preparation Department: Chief, Book Preparation Librarian, Book Preparation Assistant, 13 Assistants.

Binding Department: Chief, Bindery Foreman, 3 Finishers, 7 Forwarders, 2 Apprentice Bookbinders, Working Forelady of Bindery Sewers, 9 Sewers.

Shipping and Receiving Section: 3 Clerical Employees.

Stock and Supplies Section: 2 Clerical Employees.

Buildings Department: Superintendent of Library Buildings, 2 Working Foremen, 16 Mechanics, 42 Custodial Workers, Clerical Employees.

Temporary Employees: Employment of Temporary Help, \$1,500.00.

Overtime: For Hourly Cleaners and Sunday Workers, \$46,500.00.

Contractual Services: Telephone service, \$3,236.25; heat, light, and power, \$13,240.00; collection and disposal of garbage and waste, \$50.00; general repairs, \$2,000.00; installations and replacements, \$750.00; heating, plumbing, and ventilating repairs, \$3,580.00; replacing flooring, \$500.00; servicing of plant equipment, \$2,620.00; servicing of office equipment, \$760.00; travel expenses, \$1,325.00; blueprinting and duplicating, \$250.00; printing and binding, \$6,250.00; cleaning, \$594.00; freight and express, \$900.00; professional and technical services, \$1,419.00; other miscellaneous contractual services, \$1,500.00; masonry repairs, \$500.00.

Supplies and Materials: Gas and oil for snowplow, \$25.00; laundry, cleaning and custodial supplies, \$2,344.00; medical supplies, \$25.00; postage, cards, forms, and stationery, \$14,595.00; building supplies and materials, \$19,720.00.

Current Charges and Obligations: Rental of key punch machine, \$608.00; stagings and other equipment, \$50.00; rental of work uniforms, \$2,182.00; premium on surety bonds, robbery insurance, \$218.25.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services	20	\$115,250 00	\$14,061 25	\$9,474 00	\$376 25	\$600 00	\$139,761 50
2. Circulation of Books and Library Materials	289	1,391,212 00	131,727 25	271,886 00	49,202 25	2,900 00	1,846,927 50
3. Reference and Research Services	124	601,432 00	39,787 25	17,056 00	24,363 25	56,500 00	739,138 50
4. Business Operation and Building Maintenance	137	587,106 00	39,474 25	36,709 00	3,058 25	—	666,347 50
TOTALS	570	\$2,695,000 00	\$225,050 00	\$335,125 00	\$77,000 00	\$60,000 00	\$3,392,175 00

PARKS AND RECREATION DEPARTMENT

1-11-00

The Parks and Recreation Department is under the general direction of a commission composed of 5 members. The chairman is the only salaried member; the other 4 members serve without pay. Commission is responsible for care, operation, maintenance, and improvements of all parks and recreational facilities and of all city-owned cemeteries. The department's activities are carried on by 2 divisions, and a summary of the divisional appropriations is given below.

Title	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
Parks & Recreation Department	\$3,258,295 40	\$3,430,856 25	\$3,734,794 00	\$4,077,054 00	\$3,639,132 00	
Cemetery Division	294,113 50	355,438 63	358,160 00	431,706 00	380,765 00	
TOTALS	\$3,552,408 90	\$3,786,294 88	\$4,092,954 00	\$4,508,760 00	\$4,019,897 00	

The foregoing divisional statistics are combined in the following summary by objects of expenditure:

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
-Personal Services	\$2,660,927 53	\$2,709,779 90	\$2,988,000 00	\$3,171,131 00	\$3,051,000 00	
-Contractual Services	310,313 90	381,885 67	295,000 00	306,280 00	294,000 00	
-Supplies & Materials	336,752 58	372,419 55	349,435 00	336,155 00	313,735 00	
-Current Charges & Oblig's	9,813 01	9,650 77	11,019 00	13,162 00	11,162 00	
-Equipment	9,245 14	20,215 57	69,000 00	205,032 00	38,000 00	
-Structures & Improvements	60,904 59	55,886 61	150,500 00	165,000 00	82,000 00	
-Land & Nonstructural Improvements to Land	164,452 15	236,456 81	230,000 00	312,000 00	230,000 00	
TOTALS	\$3,552,408 90	\$3,786,294 88	\$4,092,954 00	\$4,508,760 00	\$4,019,897 00	

PARKS AND RECREATION DEPARTMENT

1-11-41

The Parks and Recreation Department is responsible for the development and operation of a park and recreation system for the residents of Boston and the hundreds of thousands of visitors to the city. In addition to the physical facilities which the department operates, it develops a broad program of recreation for all age groups of the community, preserves and replaces trees on the streets of the city, and cares for the active and historical cemeteries in the custody of the city.

The department is responsible for the care and operation of 2,747.16 acres of parks, playgrounds and squares, 10.5 miles of driveways and roadways; 73.98 miles of walks; 7.93 miles of bridle paths; 131.4 acres of ponds and rivers; 82 public squares; 127 playgrounds, 47 of which have field houses; 13 recreation centers; 14 greenhouses; 2 public golf courses, one of which has a clubhouse; 2 outdoor and 2 indoor swimming pools; 2 solariums; 16 public bath houses; 3 public bathing beaches; 1 main office building and 1 recreation office building; and 100 other buildings including shops, field houses, etc. and 19 cemeteries.

A — BUDGET SUMMARY

Group	1955		1956		1957		1958 Budget		Approved
	Expenditures		Expenditures		Appropriations		Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$2,418,554	21	\$2,463,478	04	\$2,734,000	00	\$2,869,185	\$2,775,000	00
2—Contractual Services . . .	301,491	15	363,019	31	280,100	00	289,355	278,400	00
3—Supplies & Materials . . .	325,495	79	356,353	19	334,300	00	316,020	298,100	00
4—Current Charges & Oblig's . . .	9,773	01	9,325	77	10,894	00	12,632	10,632	00
5—Equipment	4,124	40	1,604	51	45,000	00	173,862	15,000	00
7—Structures & Improvements . . .	60,904	59	55,857	92	150,500	00	165,000	82,000	00
8—Land & Nonstructural Improvements to Land . . .	137,952	25	181,217	51	180,000	00	251,000	180,000	00
TOTALS	\$3,258,295	40	\$3,430,856	25	\$3,734,794	00	\$4,077,054	\$3,639,132	00

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958	\$116,160 00
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C—PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities, including preparation and administration of the budget, collection of fees and other revenues, processing of all personnel actions, auditing time records and preparation of payroll, requisitioning of supplies and equipment, and maintaining storehouse for their receipt and distribution.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Structures Improvements	Total
21	\$100,320 00	\$14,055 00	\$4,250 00	\$6,452 00	\$2,000 00	\$127,077 00

Personal Services: Performance under this program is divided among the following sections:

Administrative: Commissioner of Parks and Recreation.

Administrative Services Section: Executive Secretary, Assistant Executive Secretary, Personnel Officer, 9 Clerical Employees, 2 Telephone Operators, Junior Building Custodian, Park Maintenance Man, Collector, Laborer, Matron, Clerk and Photographer.

Contractual Services: Telephone service, \$4,770.00; electricity, \$3,400.00; repairs, carpentry, \$500.00; electrical, \$500.00; plumbing and heating, \$600.00; elevator inspection and maintenance, \$860.00; servicing of office equipment, \$250.00; convention travel, \$2,750.00; duplicating services, \$200.00; freight, express, \$25.00; professional and technical services, \$200.00.

Supplies and Materials: Food supplies, \$300.00; cleaning soaps and powders, household brooms, \$150.00; forms, cards, stationery, postage, \$3,200.00; building supplies, materials, \$600.00.

Current Charges and Obligations: Rental of Parkman House, \$6,000.00, dues and subscriptions, \$281.00; Western Union time clock, \$21.00; premiums on surety bonds, \$150.00.

Structures and Improvements: Parkman House roofing, \$2,000.00.

2. PLANNING AND SUPERVISING CONSTRUCTION OF DEPARTMENT STRUCTURES AND FACILITIES

Plans programs for the development and maintenance of existing and additional park facilities. Preparation of capital budget estimates. Supervision and inspection of works projects to assure compliance with plans and specifications of contract. Approval of vouchers for payment for work performed satisfactorily. Maintains records and plans of parks and facilities.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
14	\$70,552 00	\$3,150 00	\$400 00	\$74,102 00

Personal Services: Engineering Division: Chief Engineer, Senior Civil Engineer, 5 Assistant Civil Engineers, 1 Junior Civil Engineer, 3 General Construction Inspectors, 1 Senior Engineering Aid, Junior Engineering Aid, Parks and Recreation Contract Supervisor.

Contractual Services: Repairs, drafting equipment, \$200.00; photostating, blueprinting, mimeographing services, \$2,000.00; services of appraiser and architects, \$350.00; advertising bids, \$600.00.

Supplies and Materials: Office supplies and materials, \$400.00.

3. MAINTENANCE OF BUILDINGS, PARKS, PLAYGROUNDS, AND ROADWAYS

General administrative supervision and direction of maintenance activities. Maintenance and repair of the interior and exterior of buildings and structures, including plumbing and heating. Repair of departmental and other automotive equipment. Maintains through 3 district units all parks, playgrounds, play areas, and field houses; marks and lays out athletic fields for sport activities; cleans and maintains park roadways on a year round basis, including snow removal.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Land and Improvements	Total
259	\$921,000 00	\$124,495 00	\$117,800 00	\$2,580 00	\$3,527 00	\$57,000 00	\$101,500 00	\$1,327,902 00

Personal Services: Performance under this program is divided among the following sections:

Administrative: General Superintendent of Park Maintenance, Superintendent of Park Maintenance, General Foreman Mechanics and Craftsmen.

Building Maintenance Section: 3 General Foremen, 3 Foremen, 31 Mechanics, 2 Stationary Engineers, 8 Motor Equipment Repairmen, Motor Equipment Operator, 6 Park Maintenance Men, 2 Laborers.

District Maintenance Section: General Foreman, 8 Park Maintenance Foremen, 7 Gardeners, 4 Heavy Equipment Operators, 41 Park Keepers, 7 Motor Equipment Operators, 7 Park Maintenance Men, 96 Laborers, 29 Matrons. Temporary, \$8,000.00, vacation supply.

Contractual Services: Telephone service, \$3,080.00; electricity, \$11,500.00; gas for fuel, \$200.00; repairs of buildings (carpentry, \$4,200.00; electrical, \$5,000.00; plumbing and steamfitting, \$15,240.00, roofing and masonry work, \$3,500.00) emergency repairs for water and sewer systems, \$5,500.00; repair of chain link and other fences, \$17,000.00; maintenance of Commonwealth Avenue underpass, \$400.00; repairs to granolithic walks, \$4,000.00; painting of fences and buildings, \$9,000.00; miscellaneous repairs to buildings, \$3,000.00; repairs and servicing machinery and tools, \$1,400.00; repairing oil burners, \$3,500.00; refills for and servicing power brooms, \$800.00; travel expenses, \$800.00; roping and staking 15 specified playgrounds for athletic events, \$5,000.00; maintenance Boston Common convenience station, \$4,500.00; erecting, replacing, repair accessories flag-poles, \$2,500.00; extermination of vermin, \$1,400.00; loaming and grading various parks and playgrounds, \$10,000.00; repairing bleachers, \$1,800.00; demolition work, \$1,000.00; cleaning park and playground areas, \$2,000.00; displaying flags on holidays and special occasions, \$2,700.00; cleaning catch basins, \$5,475.00.

Supplies and Materials: Fuel, \$30,100.00; cleaning household and custodial supplies, \$9,750.00; first aid medical supplies, \$250.00; building supplies and materials (lumber, hardware, glass, cement, nails, etc.), \$32,000.00; general operating supplies, \$14,000.00; repair parts, non-automotive, \$7,000.00; tools and instruments, \$3,500.00; swimming and bathing apparel, \$200.00; public works supplies, \$3,000.00; grass seed, \$5,000.00; fertilizer, \$5,000.00; loam, \$5,000.00; miscellaneous golfing supplies, \$3,000.00.

Current Charges and Obligations: Hire of trucks, \$1,500.00; rental of Barry dump, \$900.00; rental of space for storage of playground equipment, \$180.00.

Equipment: Grass-cutting equipment, \$3,527.00.

Structures and Improvements:

Bridge Repairs								\$2,000 00
Reconstruction of Parks and Roadways, \$55,000.00.								
Franklin Park Service Yard, reconstruction of roadway								\$40,000 00
Arnold Arboretum, resurfacing roadway								10,000 00
Patch paving as required								5,000 00
								\$55,000 00

Land and Improvements:

Park and Playground Improvements, \$101,500.00.								
Jamaica Pond								\$50,000 00
Arnold Arboretum, improvements								1,500 00
Ryan Playground, sodding and rebuilding play surfaces								10,000 00
Franklin Park Golf Course, reconstruct tees								10,000 00
George T. Wright Golf Course, reconstruct tees								5,000 00
Jefferson Playground, reconstruct play surfaces								25,000 00
								\$101,500 00

4. OPERATION AND MAINTENANCE OF AUTOMOTIVE EQUIPMENT

Maintenance and repair of all registered motor vehicles, which include 50 trucks, 14 passenger cars, 16 tractors, 3 platform trailers, 2 bucket loaders, 2 road sweepers, and 1 motorcycle. Also maintenance and repair of snow removal equipment. Operation of a garage; storage and issue of gasoline and lubricants. Maintains records showing usage of vehicles, mileage, and operating costs. Arranges for repairs to vehicles by commercial agencies.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
43	\$157,953 00	\$35,050 00	\$31,400 00	\$1,100 00	\$365 00	\$225,868 00

Personal Services: Superintendent (of automotive maintenance), 2 Crane Operators, 4 Motor Equipment Repairmen, 15 Heavy Motor Equipment Operators, 15 Motor Equipment Operators, 2 Garage Attendants, 4 Laborers.

Contractual Services: Repairs and servicing of 93 pieces automotive equipment, \$33,050.00; welding services, \$1,300.00; repairing power road-cleaning broom, \$700.

Supplies and Materials: Gasoline, \$18,900.00; lubricating oils and greases, \$1,700.00; tires and tubes, \$1,000.00; automotive supplies and materials, \$4,200.00; miscellaneous automotive supplies and materials, \$1,200.00; fuel oil and coal, \$3,900.00; tools and instruments, \$500.00.

Current Charges and Obligations: Rental of coveralls and cleaning of same, \$1,100.00.

Equipment: Grass-cutting equipment, \$365.00.

Parks and Recreation Department — Continued

5. DESIGN, PROPAGATION, AND CARE OF PLANTS, SHRUBS, TREES, AND LAWNS

Maintenance of 14 greenhouses for the propagation of horticultural items for use in parks and for city celebration and the observance of historic dates; designs and plans all floral displays, conducts experiments, and makes recommendations relative to the purchase and use of agricultural supplies and equipment.

Care and maintenance of all trees on city streets and on park property; plants, sprays, prunes, and removes trees which create a hazard; maintains a tree nursery; and prepares and keeps current a master plan for the removal, replacement, and planting of trees.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Land and Non- structural Improvements to Land	Total
74	\$327,805 00	\$62,100 00	\$44,600 00	\$6,746 00	\$60,000 00	\$501,251 00

Personal Services: Performance under this program is divided among the following sections:

Horticultural Section: Superintendent of Horticulture, 2 Foremen of Horticulture, 3 Senior Gardeners, 33 Gardeners, 3 Laborers, Foreman Greenhouse.

Tree Section: General Foreman Tree Maintenance, Tree Maintenance Foreman, 2 Tree Maintenance Inspectors, 23 Tree Climbers, 2 Heavy Motor Equipment Operators, Motor Equipment Operator-Laborer, Park Maintenance Man. Overtime, \$40,000.00.

Contractual Services: Telephone services, \$950.00; electricity, \$4,200.00; gas fuel, \$200.00; repairs (carpentry, \$1,300.00; electric \$1,000.00; plumbing and steamfitting, \$1,500.00; roofing and masonry work, \$1,500.00); servicing of machinery and tools, \$800.00; repairing oil burners, \$500.00; welding, \$500.00; travel expenses, \$350.00; extermination of vermin, \$300.00; Christmas trees, erecting, decorating \$10,500.00; cleaning catch basins, \$500.00; spraying trees, by airplane and manually, \$12,000.00; trimming of trees throughout park system \$22,000.00. Miscellaneous Contractual Services, \$4,000.00.

Supplies and Materials: Fuel oil, \$16,000.00; custodial supplies, \$100.00; building supplies and materials, \$5,500.00; general operating supplies and materials, \$4,000.00; repair parts nonautomotive, \$1,500.00; tools and instruments, \$1,500.00; grass seed, \$2,000.00; fertilizer, \$3,000.00; loam, \$4,500.00; spraying liquids, \$4,000.00; miscellaneous trees and shrubs, \$2,500.00.

Equipment: Grass-cutting equipment, \$6,746.00.

Land and Non-Structural Improvements to Land: \$60,000

Removal of Trees afflicted with Dutch Elm Disease	\$30,000 00
Planting and Replacement of Trees	30,000 00

6. DIRECTION AND OPERATION OF RECREATIONAL PROGRAMS AND FACILITIES

Plans, conducts, and supervises a recreational program in 124 playgrounds and 13 recreation centers for all age groups in many types of athletics, arts and crafts, dramatics, boating, dancing, and special events; allocates and issues permits for use of athletic fields; operates a supply section for recreational supplies and equipment.

Operates and maintains two outdoor swimming and diving pools and 3 wading pools, 16 public baths, 2 indoor swimming pools, and 3 public bathing beaches. The division operates a laundry and sewing room for making, repairing, and cleaning towels for all bath and swimming facilities.

Maintains 2 18-hole golf courses, 1 golf house building, and 1 club house. The golf courses are open from March 1 to November 15 for play, and 1 golf house is open all year for meetings and celebrations.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Land and Non- structural Improvements to Land	Total
243	\$1,197,370 00	\$39,550 00	\$99,650 00	\$500 00	\$4,362 00	\$23,000 00	\$18,500 00	\$1,382,932 00

Personal Services: Performance under this program is divided among the following sections:

Recreation Division: Director of Recreation, 3 Deputy Directors of Recreation, Superintendent of Recreation, 2 Recreation Program Directors, Recreation Counselor and Supervisor of Community Organization, Senior Public Relations Representative, 6 Recreation Supervisors, Supervisor of Recreation Equipment, Supervisor of Senior Citizens' Activities, Assistant to Recreation Director, 11 Senior Recreation Instructors, Principal Clerk and Typist, Public Boating Manager, Public Relations Representative, 5 Recreation Instructors, Motor Equipment Operator, Laborer, 6 Recreation Aid and Accompanists.

Baths Division: Superintendent of Baths, Supervisor of L Street Baths, Assistant Superintendent of Baths, Supervisor of Swimming Foreman of Baths, Senior Swimming Instructor, 2 Building Maintenance Supervisors, 7 Senior Bath Custodians, 8 Third Class Stationary Engineers, 3 Steam Firemen, 3 Swimming Instructors, 8 Bath Custodians, Gardener, Storekeeper, Working Foreman Bath Attendant, 3 Park Maintenance Men, Garage Attendant, 2 Motor Equipment Operators, 36 Bath Attendant and Laborers, 36 Laborers, 23 Matrons.

Laundry and Sewing Section: 2 Second Class Stationary Engineers, 2 Principal Laundry Workers, 6 Senior Laundry Workers, 27 Matrons.

Golf Course Section: Golf Course Supervisor, 2 Golf Course Foremen, Greenskeeper, Superintendent of Golf Clubhouse, Maintenance Mechanic Machinist, Caddy Master, Golf Starter, Golf Course Attendant, 4 Golf Course Workers, Motor Equipment Operator, 6 Laborers, 3 Matrons.

Temporary Employees: \$302,000.00 to provide for employees to conduct seasonal recreational athletic events, and supervise bathing facilities.

Contractual Services: Telephone, \$3,700.00; electricity, \$13,500.00; repairs (carpentry, \$1,500.00; electrical, \$2,000.00; plumbing and steamfitting, \$1,900.00); repairing oil burners, \$500.00; repairs to boats and boating equipment, \$1,500.00; travel expenses, \$4,000.00; floodlighting for special events, \$6,000.00; extermination of vermin, \$500.00; services of broadcaster, \$250.00; metal checks for public bathhouses, \$1,200.00; use of special sound system, \$500.00; hire of pianist and musicians, \$500.00; furnishing and engraving trophies, \$2,000.00.

Supplies and Materials: Fuel, \$30,000.00; household, custodial and cleaning supplies, \$3,025.00; toweling, \$16,250.00; towels, \$225.00; miscellaneous supplies, \$500.00; medical supplies, \$550.00; postage, \$1,400.00; forms, cards, stationery, \$5,000.00; buildings supplies and materials, \$6,000.00; repair parts material nonautomotive, \$1,000.00; tools and instruments, \$1,000.00; wearing apparel, \$700.00; athletic supplies, \$10,500.00; recreation program supplies, \$6,000.00; medals, trophies, scroll, etc., \$5,000.00; recreation parties (May Day, Halloween, Gold Age) \$8,000.00; wearing apparel for L Street, \$3,500.00; miscellaneous supplies, \$1,000.00.

Current Charges and Obligations: Rental of chairs, \$500.00.

Equipment: Chairs for golf club, \$4,000.00; miscellaneous recreation equipment, \$362.00.

Structures and Improvements:

Buildings and Improvements								
George Wright Golf Club House, repairs and painting								\$5,000 00
L Street Baths, handball courts								3,000 00
Repairs to park benches								8,000 00
Repairs to playground bleachers								7,000 00
								<hr/>
								\$23,000 00

Land and Non-structural Improvements to Land:

Park and Playground Improvements:								
L Street, grading and sanding beaches								\$3,500 00
Erecting backstops, Parker Hill, East Boston Stadium, Murray, Jefferson and Boston Common playgrounds								10,000 00
East Boston Stadium, new running track and pole								5,000 00
								<hr/>
								\$18,500 00

D—PROGRAM SUMMARY

Program	Personal No.	Services Amount	Contractual Services	Supplies Materials	Current Charges	Equip- ment	Structures Improve- ments	Land and Nonstruc- tural Im- provements to Land	Total
Administrative and General Services	21	\$100,320 00	\$14,055 00	\$4,250 00	\$6,452 00	—	\$2,000 00	—	\$127,077 00
Planning and Supervising Construction of Department Structures and Facilities	14	70,552 00	3,150 00	400 00	—	—	—	—	74,102 00
Maintenance of Buildings, Parks, Playgrounds, and Roadways	259	921,000 00	124,495 00	117,800 00	2,580 00	\$3,527 00	57,000 00	\$101,500 00	1,327,902 00
Operation and Maintenance of Automotive Equipment	43	157,953 00	35,050 00	31,400 00	1,100 00	365 00	—	—	225,868 00
Design, Propagation, and Care of Plants, Shrubs, Trees, and Lawns	74	327,805 00	62,100 00	44,600 00	—	6,746 00	—	60,000 00	501,251 00
Direction and Operation of Recreational Programs and Facilities	243	1,197,370 00	39,550 00	99,650 00	500 00	4,362 00	23,000 00	18,500 00	1,382,932 00
TOTALS	654	\$2,775,000 00	\$278,400 00	\$298,100 00	\$10,632 00	\$15,000 00	\$82,000 00	\$180,000 00	\$3,639,132 00

CEMETERY DIVISION, PARKS AND RECREATION DEPARTMENT

1-13-21

The Cemetery Division is responsible for the operation and care of 3 active and 16 inactive cemeteries within the city area. The inactive cemeteries are mostly historical in nature and are visited by thousands of residents and tourists annually, as they contain the graves of many famous personages of the city and of the nation. The active cemeteries embrace a total area of 188 acres, and the inactive, 22 acres.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$242,373 32	\$246,301 86	\$254,000 00	\$301,946 00	\$276,000 00	
2—Contractual Services . . .	8,822 75	18,866 36	14,900 00	16,925 00	15,600 00	
3—Supplies & Materials . . .	11,256 79	16,066 36	15,135 00	20,135 00	15,635 00	
4—Current Charges & Oblig's . . .	40 00	325 00	125 00	530 00	530 00	
5—Equipment	5,120 74	18,611 06	24,000 00	31,170 00	23,000 00	
7—Structures & Improvements . . .	—	28 69	—	—	—	
8—Land & Nonstructural Improvements to Land . . .	26,499 90	55,239 30	50,000 00	61,000 00	50,000 00	
TOTALS	\$294,113 50	\$355,438 63	\$358,160 00	\$431,706 00	\$380,765 00	

B — DEPARTMENTAL REVENUES

Departmental revenues revert to the cemetery trust fund None

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of division activities. Audits time records, prepares payrolls and maintains consolidated records of sales of grave lots and interments. Acts as the supply agency for the division.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
6	\$31,310 00	\$500 00	\$600 00	\$5 00	\$170 00	\$32,585 00

Personal Services: Deputy Park Commissioner, 2 Supervisors of Cemeteries, Head Clerk, 2 Clerical Employees, Overtime allowance, \$200.00; 2 Clerks, Memorial Day.

Contractual Services: Telephone service, \$150.00; advertising, \$25.00; duplicating services, \$25.00; binding vital cemetery records, \$300.00.

Supplies and Materials: Forms, cards, stationery, \$500.00; postage, \$100.00.

Current Charges and Obligations: Premium, surety bond, \$5.00.

Equipment: Library books, \$170.00.

2. CARE AND OPERATION OF CEMETERIES

Responsible for the general maintenance of graves, grounds, and buildings, the sale of grave lots, arrangements for perpetual care, and maintenance of records of all interments.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Land and Improvements	Total
73	\$244,690 00	\$15,100 00	\$15,035 00	\$525 00	\$22,830 00	\$50,000 00	\$348,180 00

Personal Services: 4 Cemetery Foremen, 6 Equipment Operators and Mechanics, Gardener's Helper, 44 Grave Diggers, 6 Laborers, Chaplain, Custodian, Principal Clerk, Matron, 6 Heavy Motor Equipment Operators. Overtime allowance, \$15,800.00, services, Saturdays, Sundays and holidays.

Contractual Services: Telephone service, \$850.00; electricity, \$1,000.00; repairs (carpentry, \$400.00; electrical, \$500.00; roofing, plumbing and steamfitting, \$200.00; painting iron fence, Mt. Hope Cemetery, \$3,000.00; roofing and shingling, \$1,500.00; miscellaneous roofing repair, \$3,000.00; repairs and servicing automotive equipment, \$2,450.00; servicing office equipment, \$50.00; repairs cemetery equipment, \$500.00; allowance for use of personal automobile, \$600.00; miscellaneous tree work, planting and trimming at the various cemeteries and service dynamite man for blasting, repairs to flag poles, etc., \$1,050.00.

Supplies and Materials: Gasoline and diesel oil, \$1,800.00; lubricating oils and greases, \$100.00; tires and tubes, \$500.00; miscellaneous automotive parts and accessories, \$100.00; food supplies, \$150.00; fuel and heating supplies, \$3,000.00; cleaning and custodial supplies, \$75.00; medical first aid supplies, \$10.00; postage, \$100.00; forms, cards, stationery, \$200.00; building supplies and materials, \$700.00; general operating supplies, \$100.00; repair parts, nonautomotive, \$1,275.00; tools and instruments, \$500.00; rubber gloves and boots, \$25.00; public work supplies, \$100.00; loam, grass seed, fertilizer, trees, shrubs, \$6,000.00.

rent Charges and Obligations: Rental of special vehicles, \$500.00; premium on bonds, \$25.00.

Equipment: Generators, pumps, grass trimmers, compressors, etc., \$2,830.00; concrete liners, lowering devices, \$21,000.00.

Land and Improvements: Mt. Hope Cemetery: Extend and develop World War I and World War II Sections, \$7,000.00; Cedar Grove Section (perpetual care), \$5,000.00; Section J, \$5,000.00; construction and reconstruction of roads, \$10,000.00. Fairview Cemetery: Develop new section for Welfare Department burials, \$6,000.00; construction and resurfacing of roads, \$9,000.00. Evergreen Cemetery: Developing new section, \$3,000.00; constructing and resurfacing roads, \$5,000.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Land and Improvements	Total
Administrative and General Services	6	\$31,310 00	\$500 00	\$600 00	\$5 00	\$170 00	—	\$32,585 00
Care and Operation of Cemeteries	73	244,690 00	15,100 00	15,035 00	525 00	22,830 00	\$50,000 00	348,180 00
TOTALS	79	\$276,000 00	\$15,600 00	\$15,635 00	\$530 00	\$23,000 00	\$50,000 00	\$380,765 00

EXECUTIONS OF COURT, DAMAGE CLAIMS AND REIMBURSEMENTS

1-13-31

This appropriation covers expenditures which arise through court and other legal actions involving settlements of claims for damages to persons and property.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
Legal Appropriation: Executions of Court	\$432,812 72	\$469,327 64	\$400,000 00	\$500,000 00	\$500,000 00	

WORKMEN'S COMPENSATION SERVICE

1-13-41

Employees who receive injury in the course of, or arising out of, their employment will receive under existing law standard schedule of payments during the period of absence from regular duties. This division investigates all accidents in which employees are involved, determines the amount and extent of payments that may be allowed, and, in the case of appeals, represents the interest of the City of Boston and the County of Suffolk before the Industrial Accident Board. The Board is also charged with performing physical examinations for applicants for employment. The total number of city and county employees covered by the act is approximately 18,500. It is estimated that in 1958 approximately 1,500 accident reports will be processed, amounting to \$225,000.00.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	Requested by Department	1958 Budget	Approv
					Recommended by Mayor	
1—Personal Services . . .	\$32,385 96	\$37,067 64	\$40,000 00	\$44,379 40	\$44,379 00	
2—Contractual Services . .	156 82	108 40	140 00	200 00	150 00	
3—Supplies & Materials . .	498 37	620 09	500 00	500 00	500 00	
4—Current Charges & Oblig's	20 00	40 00	40 00	40 00	40 00	
TOTALS . . .	\$33,061 15	\$37,836 13	\$40,680 00	\$45,119 40	\$45,069 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958 None

C — PROGRAM

Investigation and determination of compensation allowances arising out of accidents to employees.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
9	\$44,379 00	\$150 00	\$500 00	\$40 00	\$45,069 00

Personal Services: Medical Director, Workmen's Compensation Agent, Legal Assistant, Principal Law Investigator, Principal Clerk and Secretary, Industrial Nurse, 3 Clerical Employees.

Contractual Services: Travel expenses, \$125.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$500.00.

Current Charges and Obligations: Subscriptions to Medical Journal and Wright & Potter Advance Sheets, \$40.00.

WORKMEN'S COMPENSATION

1-13-42

The Workmen's Compensation appropriation covers all payments to injured employees who sustained their injury in the course of their employment. These payments include workmen's compensation, dependents' payments, lump sum payments, hospital charges, physicians' fees, ambulance fees, medicines, etc.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	Requested by Department	1958 Budget	Approv
					Recommended by Mayor	
Special Appropriation:						
Workmen's Compensation .	\$201,247 21	\$200,167 70	\$200,000 00	\$225,000 00	\$225,000 00	

CITY RECORD, PUBLICATION OF

1-13-61

The City Record Department edits and prepares the *City Record* for publication, accounts for revenues received, and supervises the distribution of the publication.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$8,343 50	\$8,573 85	\$8,574 00	\$9,070 00	\$9,070 00	
—Contractual Services . .	48,697 19	52,574 09	50,000 00	52,000 00	52,000 00	
—Supplies & Materials . .	160 55	108 86	50 00	50 00	50 00	
—Equipment	80 00	142 00	150 00	150 00	150 00	
TOTALS	\$57,281 24	\$61,398 80	\$58,774 00	\$61,270 00	\$61,270 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958 \$23,500 00

C — PROGRAM

1. PUBLICATION OF CITY RECORD

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
2	\$9,070 00	\$52,000 00	\$50 00	\$150 00	\$61,270 00

Personal Services: Editor, Associate Editor.

Contractual Services: Printing, binding, mailing, and ruling, \$52,000.00.

Supplies and Materials: Office supplies, \$50.00.

Equipment: City Directory, \$85.00; library books, \$65.00.

PENSIONS AND ANNUITIES — CITY

1-13-74

Payments to retired officials and employees who were not members of the contributory pension systems are covered by this appropriation, as provided by special acts of the Legislature.

The expense applicable to the major city departments is given in the following tabulation:

Police Department	\$1,740,000 00
Fire Department	1,640,000 00
Public Works Department	800,000 00
Hospital Department	134,000 00
Parks and Recreation Department	140,000 00
Health Department	89,000 00
Administrative Services Department	64,500 00
Real Property Department	44,000 00
Assessing Department	40,000 00
Building Department	29,000 00
Auditing Department	25,800 00
Library Department	33,700 00
Veterans' Services Department	16,000 00
Welfare Department	25,500 00
Boston Traffic Department	18,000 00
All other departments	60,500 00
TOTAL	\$4,900,000 00

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approve
				Requested by Department	Recommended by Mayor	
Special Appropriation: Pensions and Annuities	\$4,480,590 56	\$4,692,608 03	\$4,580,000 00	\$4,900,000 00	\$4,900,000 00	

SNOW REMOVAL

1-23-31

This appropriation provides for the purchase of sand and salt, and the sanding and salting of icy streets by district yard forces. It also includes the plowing and hauling of snow by contractors, under the supervision of the various district foremen; and also the cubic yard removal of snow by contractors in the various cubic yard contract areas.

The purchasing of snow loaders, blades, shovels, and repair parts for snow removal equipment is also included in this appropriation.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approve
				Requested by Department	Recommended by Mayor	
Special Appropriation: Snow Removal	\$240,019 43	\$1,333,232 36	\$400,000 00	\$400,000 00	\$400,000 00	

FEDERAL PUBLIC HEALTH PROGRAM

1-25-11

A program for the control of tuberculosis is operated by the Hospital Department, which is financed in full by grants aid from the Federal Government. This appropriation provides for the services of a Senior X-ray Technician.

A—BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation: Federal Public Health Program	\$8,839 43	\$9,448 00	\$3,028 00	\$3,276 00	\$3,276 00	

RESERVE FUND

1-33-73

Under the provisions of the General Laws, chapter 40, section 5A, to provide for extraordinary or unforeseen expenses, a city may, prior to the date when the tax rate for the year is fixed, appropriate a sum not exceeding 3 per cent of the tax levy for the preceding year to be known as a reserve fund. No direct drafts against this fund shall be made, but transfers from the fund may from time to time be voted by the City Council upon recommendation of the Mayor, and the City Auditor or Officer having similar duties shall make such transfers as are so voted.

A — BUDGET SUMMARY

Group	1955 Transfers	1956 Transfers	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation: Reserve Fund	\$150,000 00	\$150,000 00	\$150,000 00	\$200,000 00	\$150,000 00	

BOSTON HOUSING AUTHORITY

1-71-58

Under the provisions of the General Laws, members of the Housing Authority may be compensated for each day spent in the performance of their duties, and for such other services as they may render at the rate of \$25.00 a day for the chairman and \$20.00 a day for a member other than the chairman, provided that the total sum paid in any year does not exceed \$100,000.00 in the case of the chairman or \$5,000.00 in the case of each of the other four members.

A—BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation: Boston Housing Authority .	\$26,040 00	\$26,495 00	\$27,000 00	\$27,000 00	\$27,000 00	

COUNTY BUDGET

SUPPORTING DETAIL

REGISTRY OF DEEDS

4-01-65

The Registry of Deeds receives and records all deeds, mortgages, leases, agreements, and other written instruments pertaining to real estate in the cities of Boston, Chelsea, and Revere and the town of Winthrop. Copies are made of instruments received and index records maintained for public use.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	Requested by Department	1958 Budget	Appro
					Recommended by Mayor	
1—Personal Services . . .	\$402,027 83	\$406,939 25	\$422,880 00	\$446,627 00	\$434,400 00	
2—Contractual Services . .	6,515 07	5,749 93	7,200 00	7,297 00	7,275 00	
3—Supplies & Materials . .	20,512 39	19,388 81	18,800 00	18,640 00	18,500 00	
4—Current Charges & Oblig's	603 80	616 60	646 00	751 00	750 00	
5—Equipment	312 50	321 50	300 00	300 00	300 00	
TOTALS	\$429,971 59	\$433,016 09	\$449,826 00	\$473,615 00	\$461,225 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958 \$196,000 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of activities; provides financial and clerical services; operates switchboard and public coatroom; returns books to cases; and has custody of old records.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
11	\$66,018 00	\$525 00	\$617 00	\$106 30	\$213 50	\$67,479 80

Personal Services: Register of Deeds and a First Assistant, Executive Secretary, Head Clerk, 5 Clerical Employees, and 2 Coatroom Attendants.
Contractual Services: Telephone service, \$200.00; servicing of office equipment, \$25.00; convention travel, \$300.00.

Supplies and Materials: Forms, cards, and stationery, \$617.00.

Current Charges and Obligations: Premium on surety bonds, \$81.30; dues, \$25.00.

Equipment: Library books, \$213.50.

2. RECEIVING, RECORDING, AND INDEXING INSTRUMENTS PERTAINING TO REAL ESTATE

Accepts for record a total of approximately 45,000 instruments, including deeds, mortgages, discharges, and miscellaneous instruments; entries are made in daily counter record and in grantor and grantee entry books; instruments are photostated and indexed. Yearly classified books and 10-year consolidation books are prepared.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
77	\$309,753 00	\$5,250 00	\$16,983 00	\$608 70	\$332,594 70

Personal Services: Performance under this program is divided among the following sections:

Counter Section: Fourth Assistant Register, 3 Head Clerks, Cashier, 4 Clerical Employees.

Entry Section: 14 Clerical Employees.

Photostat Section: Director, Supervisor, 4 Photo Recording Operators, and 3 Clerical Employees.

Book and Page Section: 2 Head Clerks and 7 Clerical Employees.

Classified Index Section: Second Assistant Register and 13 Clerical Employees.

Consolidation Section: 19 Clerical Employees.

Microfilm Section: Head Clerk and 2 Clerical Employees.

Temporary Employees: 7 Clerical Employees at \$4.50 to \$5.00 per night, 3 nights a week for 25 weeks, \$2,400.00.

Contractual Services: Telephone service, \$1,200.00; servicing of office equipment, \$50.00; copying plans, \$540.00; binding record books and indexes, \$3,460.00.

Supplies and Materials: Postage, \$150.00; forms, cards, and stationery, \$3,333.00; 300 rolls of microfilm and 250 rolls of photostat paper, \$13,500.00.

Current Charges and Obligations: Storage of microfilm rolls, \$548.70; premiums on surety bonds, \$40.00; dues, \$20.00.

3. RECORDING, INDEXING, AND ISSUING CERTIFICATES OF TITLE PERTAINING TO REGISTERED LAND

Receives deeds from the Land Court, retains original instruments, and issues certificates of title guaranteed by the Commonwealth; prepares entry sheets; maintains index of certificates issued; keeps grantor and grantee index books. Approximately 12,000 instruments are recorded annually, including deeds, mortgages, discharges, and other instruments.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
13	\$58,629 00	\$1,500 00	\$900 00	\$35 00	\$86 50	\$61,150 50

Personal Services: Technical Assistant, Third Assistant Register, and 11 Clerical Employees.

Contractual Services: Telephone service, \$800.00; binding of record books and indexes, \$700.00.

Supplies and Materials: Forms, cards, and stationery, \$900.00.

Current Charges and Obligations: Premiums on surety bonds, \$15.00; dues, \$20.00.

Equipment: Library books, \$86.50.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administrative and General Services	11	\$66,018 00	\$525 00	\$617 00	\$106 30	\$213 50	\$67,479 80
Receiving, Recording, and Indexing Instruments Pertaining to Real Es- state	77	309,753 00	5,250 00	16,983 00	608 70	—	332,594 70
Recording, Indexing, and Issuing Cer- tificates of Title Pertaining to Regis- tered Land	13	58,629 00	1,500 00	900 00	35 00	86 50	61,150 50
TOTALS	101	\$434,400 00	\$7,275 00	\$18,500 00	\$750 00	\$300 00	\$461,225 00

COURT HOUSE (CUSTODIAN)

4-01-82

The Suffolk County Court House provides court and office space for the county courts and municipal courts, and has offices for county agencies. The expenses of operating the court house are paid by the city, and a reimbursement approximately 30 per cent of the cost is received from the Commonwealth.

The two buildings comprising the court house contain 708,000 square feet of office space and 78,000 square feet of corridors and stairwells.

A—BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$485,554 74	\$492,458 64	\$507,100 00	\$552,578 00	\$546,000 00	
2—Contractual Services . . .	73,315 54	80,628 27	114,150 00	94,800 00	91,600 00	
3—Supplies & Materials . . .	47,545 10	55,318 61	59,900 00	63,765 00	61,320 00	
4—Current Charges & Oblig's . . .	5 00	1,858 80	—	—	—	
5—Equipment	916 80	1,816 97	2,480 00	8,175 00	3,900 00	
7—Structures & Improvements . . .	—	59,207 97	—	—	—	
TOTALS	\$607,337 18	\$691,289 26	\$683,630 00	\$719,318 00	\$702,820 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958 \$186,200 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities. Compiles attendance records and payrolls, and requisitions and issues supplies. Operates telephone switchboard. Responsible for the internal security of court house buildings after normal working hours on Saturdays, Sundays, and holidays.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
20	\$77,724 00	\$18,120 00	\$260 00	\$96,104 00

Personal Services: Superintendent, 2 Assistant Superintendents, 3 Switchboard Operators, 1 Clerk, 10 Watchmen, 2 Matrons, 1 Storekeeper.
Contractual Services: Telephone service, \$11,500.00; servicing of office equipment, \$200.00; repairs (office furniture, steel cabinets, etc) \$3,500.00; towel service, \$2,800.00; advertising, \$120.00.
Supplies and Materials: Forms, cards, postage, and stationery, \$260.00.

2. PROVIDING ILLUMINATION, HEAT, AND POWER

Operates and maintains all heating equipment in two buildings comprising the central court house. The heating plant consists of four 275-horsepower steam boilers and accessories. Provides illumination and power for all court house activities.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
14	\$58,266 00	\$40,500 00	\$45,000 00	\$143,766 00

Personal Services: Chief Power Plant Engineer, 4 Engineers, 9 Steam Firemen.
Contractual Services: Electricity and gas, \$40,500.00.
Supplies and Materials: 14,000 barrels No. 6 fuel oil, \$45,000.00.

3. CARE, OPERATION, AND MAINTENANCE OF PLANT AND EQUIPMENT

Maintenance and repair of the two court house buildings, and the servicing of the elevators, water, sanitary, heating, and electrical utilities installed therein.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
22	\$93,934 00	\$30,180 00	\$5,520 00	\$3,900 00	\$133,534 00

Personal Services: 22 Mechanics, including Plumbers, Electricians, Carpenters, Painters.
Contractual Services: Elevator maintenance, \$17,350.00; masonry and roof repairs, etc., \$1,000.00; repairing windows, glass, \$1,450.00; metal sash, \$500.00; lettering office doors, \$150.00; refinishing and relacquering elevator door, \$850.00; monthly inspection of fire alarm systems, \$180.00; replacement of revolving door, \$8,700.00.
Supplies and Materials: Lumber and hardware, \$1,300.00; plumbing materials, \$600.00; paints, \$2,000.00; miscellaneous building supplies and materials, \$1,620.00.
Equipment: Filing cases, chairs, desks, lamps, etc., \$3,800.00; flags, \$100.00.

4. PROVIDING CLEANING, ELEVATOR, AND GENERAL BUILDING SERVICES

Provides personnel for daily cleaning of 786,000 square feet of corridors, stairways, offices, rest rooms, and incidental general services. Operation of 15 elevators during normal working hours, and 2 elevators on a stand-by status after normal working hours.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
96	\$316,076 00	\$2,800 00	\$10,540 00	\$329,416 00

Personal Services: Head Cleaner, 38 Cleaners, 37 Janitors, 2 Chief Elevator Operators, 18 Elevator Operators.
Contractual Services: Cleaning 1,700 windows, \$2,800.00
Supplies and Materials: Toilet tissue and towels, paper cups, disinfectants, soap, mops, and light bulbs, nonautomotive repair parts, \$7,000.00; gasoline, \$10.00; electrical supplies, \$3,000.00; automotive repair parts, \$50.00; uniforms, \$230.00; grass seed and fertilizer, \$50.00; miscellaneous hardware, \$200.00.

D — PROGRAM SUMMARY

Program	Personal No.	Services Amount	Contractual Services	Supplies Materials	Equipment	Total
Administrative and General Services	20	\$77,724 00	\$18,120 00	\$260 00	—	\$96,104 00
Providing Illumination, Heat, and Power	14	58,266 00	40,500 00	45,000 00	—	143,766 00
Care, Operation, and Maintenance of Plant and Equipment	22	93,934 00	30,180 00	5,520 00	\$3,900 00	133,534 00
Providing Cleaning, Elevator, and General Building Services	96	316,076 00	2,800 00	10,540 00	—	329,416 00
TOTALS	152	\$546,000 00	\$91,600 00	\$61,320 00	\$3,900 00	\$702,820 00

BUILDINGS DIVISION, REAL PROPERTY DEPARTMENT
(COUNTY BUILDINGS)
1-01-80 (1-01-84)

Certain of the expenses of the Buildings Division of the Real Property Department are chargeable to the county for the operation, maintenance, and care of seven buildings housing district courts and other county agencies. The items applicable to the county are included below, for disbursement by the Real Property Department.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$149,421 00	\$150,000 00	\$154,500 00	\$167,587 00	\$149,500 00	
2—Contractual Services . . .	55,720 00	34,350 00	35,000 00	78,550 00	31,900 00	
3—Supplies & Materials . . .	7,940 00	7,500 00	11,500 00	12,800 00	11,300 00	
4—Current Charges & Oblig's	600 00	600 00	600 00	800 00	500 00	
5—Equipment	400 00	600 00	700 00	950 00	700 00	
7—Structures & Improvements	—	18,000 00	9,000 00	—	—	
TOTALS	\$214,081 00	\$211,050 00	\$211,300 00	\$260,687 00	\$193,900 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958 None

C — PROGRAMS

1. CARE, OPERATION AND MAINTENANCE OF BUILDINGS HOUSING COUNTY ACTIVITIES

Personal Services No.	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Total
41	\$149,500 00	\$31,900 00	\$11,300 00	\$500 00	\$700 00	\$193,900 00

Personal Services: Deputy Superintendent, 3 Steam Firemen, Mechanic, 6 Senior Building Custodians, 14 Junior Custodians, 16 Custodial Workers. Overtime allowance for services, Saturdays, Sundays, holidays, \$1,500.00.

Contractual Services: Electricity, \$7,000.00; gas, \$700.00; repair and servicing of equipment, \$1,000.00; repairs of buildings (carpentry, \$2,000.00; electrical, \$2,650.00; plumbing and steamfitting, \$7,350.00; miscellaneous repairs, \$10,500.00); allowance for use of privately owned vehicles, \$200.00; advertising, \$100.00; towel service, \$100.00; cleaning windows, \$100.00; exterminating, \$50.00; inspection of elevators, \$200.00.

Supplies and Materials: Coal, fuel oil, \$10,000.00; cleaning supplies, toilet tissues, disinfectants, miscellaneous custodial supplies, \$1,000.00; repair parts, nonautomotive, \$100.00; tools and instruments, \$100.00; building supplies, \$100.00.

Current Charges and Obligations: Rental of water coolers, \$200.00; rental of auto truck, \$300.00.

Equipment: Chairs and benches, \$200.00; fire extinguishers and hose, \$200.00; flags, Federal, State and City, \$100.00; furniture and equipment, \$200.00.

JAIL

4-08-11

The jail receives for custody all persons, male and female, who are committed by the various courts of Suffolk County, which comprises the City of Boston, Revere, Chelsea, and the town of Winthrop. Some of these persons are held at the jail in lieu of bail, pending their trial, while others, having been found guilty, are held to serve sentences imposed. Based on the experience of past years, it is estimated that the jail will have custody of 9,500 inmates and material witnesses during the year 1958. The average daily population is 210 persons.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	Requested by Department	1958 Budget	
					Recommended by Mayor	Approved
-Personal Services . . .	\$325,397 70	\$348,468 16	\$359,170 00	\$391,904 00	\$377,170 00	
-Contractual Services . .	22,007 18	15,913 88	16,250 00	19,298 00	17,350 00	
-Supplies & Materials . .	74,957 72	80,895 58	82,500 00	91,475 00	86,800 00	
-Current Charges & Obl'g's	943 75	873 50	1,360 00	1,057 00	1,000 00	
-Equipment	1,089 36	871 55	865 00	7,365 00	865 00	
-Structures & Improvements	735 80	1,180 04	—	—	—	
TOTALS	\$425,131 51	\$448,202 71	\$460,145 00	\$511,099 00	\$483,185 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958	\$10,000 00
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C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of the jail. Provides clerical, stenographic, and financial services; maintains records and statistics of inmates. Processes all personnel actions, audits attendance reports, and prepares payrolls. Preparation of budget and control of expenditures. Requisitions supplies and materials. Provides for the spiritual needs of inmates.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
12	\$50,257 00	\$2,750 00	\$1,950 00	\$1,000 00	\$165 00	\$56,122 00

Personal Services: Performance under this program is divided among the following sections:

Administrative: Sheriff, Deputy Jailer.

General Services: Assistant Deputy Jailer, Head Clerk, Assistant Chief Officer, 2 Jail Officers and Clerks, 2 Clerical Employees, 3 Chaplains.

Contractual Services: Telephone service, \$2,400.00; repairs and servicing of equipment, \$100.00; attendance at convention, \$250.00.

Supplies and Materials: Postage, \$100.00; stationery, \$1,600.00; decorations and athletic equipment, \$250.00.

Current Charges and Obligations: Rental of water coolers, \$180.00; association dues, \$27.00; premiums on surety bonds, \$550.00; gratuities for discharged inmates, \$243.00.

Equipment: Library books, \$15.00; office furniture, \$150.00.

2. PLANT OPERATION, MAINTENANCE AND REPAIR

Operates the plant and supervises the routine maintenance and repair of the utilities systems; also exterior repair of the seven buildings which comprise the jail. Operates and maintains three 108-horsepower boilers.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
9	\$35,633 00	\$12,450 00	\$22,375 00	\$100 00	\$70,558 00

Personal Services: Chief Power Plant Engineer, 3 Engineers, 3 Steam Firemen, Jail Officer-Electrician, Jail Officer-Mechanic.

Contractual Services: Electricity, \$6,100.00; repairs (electrical, \$400.00; plumbing and steam fitting, \$600.00; buildings and structures, \$4,000.00); repairs and servicing of equipment, \$650.00; extermination service, \$200.00; window cleaning, \$500.00.

Supplies and Materials: 1,200 tons of coal, \$18,000.00; boiler room supplies, \$600.00; painting supplies, \$1,425.00; building supplies and materials, \$1,150.00; electrical repair parts and materials, \$1,000.00; tools and instruments, \$150.00; rock salt, \$50.00.

Equipment: United States and State Flags, \$100.00.

Jail — Continued

3. PLANNING AND PREPARING MEALS FOR INMATES

Planning menus and preparing 262,800 meals a year; supervision of persons engaged in receiving foodstuffs and serving meals.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
3	\$13,914 00	\$1,200 00	\$45,000 00	\$60,114 00

Personal Services: Assistant Chief Officer and Steward, Jail Officer and Assistant Steward, Jail Officer and Storekeeper.

Contractual Services: Gas, fuel, \$1,200.00.

Supplies and Materials: Food supplies, \$45,000.00.

4. GUARDING AND CARE OF PRISONERS

Responsible for the security of inmates; supervision of inmates assigned to jail maintenance projects; fingerprinting and photographing, escorting inmates to various courts for trial and disposition, and other related work.

Provides medical and dental care, including mandatory physical examination upon commitment. Custody of drug medical supplies, and equipment. Compilation of medical records and preparation of required medical reports. Inspection of food and quarters.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
65	\$277,366 00	\$950 00	\$17,475 00	\$600 00	\$296,391 00

Personal Services: Performance under this program is divided among the following sections:

Security Division: Chief Officer, 5 Assistant Chief Officers, 41 Jail Officers, Chief Matron, 13 Matrons.

Medical Division: Physician, Dentist, Assistant Chief Officer—Hospital, Nurse (Female).

Temporary Employees: \$170.00. Overtime allowance, \$9,000.00 for services required on holidays, emergencies and authorized absences.

Contractual Services: Repair and servicing automotive equipment, \$450.00; hospital treatment of employees and inmates, \$50.00; making of inmates' uniforms, jackets, pants, \$327.00; inspection of fire alarm system, \$48.00; cleaning of uniforms, \$75.00.

Supplies and Materials: Automotive supplies and materials, \$550.00; laundry, cleaning, and custodial supplies, \$4,500.00; replacement dishes, cutlery, and kitchen utensils, \$500.00; blankets, sheets, and towels, \$3,750.00; medical, dental, and hospital supplies, \$4,000.00; wearing apparel, \$3,700.00; ammunition, \$300.00; refills for fire extinguishers, \$25.00; flame proof liquid, \$150.00.

Equipment: Mattresses, \$600.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services .	12	\$50,257 00	\$2,750 00	\$1,950 00	\$1,000 00	\$165 00	\$56,122 00
2. Plant Operation, Maintenance and Repair .	9	35,633 00	12,450 00	22,375 00	—	100 00	70,558 00
3. Planning and Preparing Meals for Inmates .	3	13,914 00	1,200 00	45,000 00	—	—	60,114 00
4. Guarding and Care of Prisoners .	65	277,366 00	950 00	17,475 00	—	600 00	296,391 00
TOTALS	89	\$377,170 00	\$17,350 00	\$86,800 00	\$1,000 00	\$865 00	\$483,185 00

CENTRAL OFFICE, PENAL INSTITUTIONS DEPARTMENT

4-08-12

The Central Office in Boston is responsible for the operation and administration of the Suffolk County House of Correction at Deer Island, which is part of Boston. The Penal Institutions Commissioner is responsible for the paroling of inmates from both the House of Correction and the Suffolk County Jail.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services	\$75,098 42	\$78,210 85	\$83,346 00	\$89,791 00	\$89,791 00	
—Contractual Services	455 84	442 15	570 00	920 00	570 00	
—Supplies & Materials	562 49	770 78	750 00	1,250 00	750 00	
—Current Charges & Oblig's	28 00	26 00	46 00	46 00	46 00	
—Equipment	—	—	—	250 00	—	
TOTALS	\$76,144 75	\$79,449 78	\$84,712 00	\$92,257 00	\$91,157 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958 None

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General administrative direction and control of departmental activities, and maintains general financial and clerical records of the department.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
7	\$36,526 00	\$250 00	\$400 00	\$43 00	\$37,219 00

Personal Services: Commissioner, Deputy Commissioner, 2 Head Clerks, 3 Clerical Employees.

Contractual Services: Repairs and servicing of equipment, \$100.00; travel expenses, \$150.00.

Supplies and Materials: Automotive supplies, \$100.00; postage, forms, cards, and stationery, \$300.00.

Current Charges and Obligations: Licenses, \$3.00; association dues, \$30.00; premium on surety bond, \$10.00.

2. SUPERVISION OF PAROLEES

Assists the Commissioner during his weekly interviews of inmates at the House of Correction and County Jail and carries out his directions relative to these inmates; advises counsel and interested persons as to the status of inmates and procedures relative to parole and other related matters; keeps records of inmates at the House of Correction and County Jail, and supervises parolees of both institutions. There is an average of 1,725 inmates paroled yearly.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
11	\$53,265 00	\$320 00	\$350 00	\$3 00	\$53,938 00

Personal Services: Executive Secretary, 2 Commitment and Transfer Officers, 5 Parole Agents, 2 Social Workers, Principal Clerk.

Contractual Services: Repairs and servicing of equipment, \$50.00; printing and binding of records, \$15.00; travel expenses, \$250.00; telephone service, \$5.00.

Supplies and Materials: Automotive supplies, \$100.00; postage, forms, cards, and stationery, \$250.00.

Current Charges and Obligations: Licenses, \$3.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
Administrative and General Services	7	\$36,526 00	\$250 00	\$400 00	\$43 00	\$37,219 00
Supervision of Parolees	11	53,265 00	320 00	350 00	3 00	53,938 00
TOTALS	18	\$89,791 00	\$570 00	\$750 00	\$46 00	\$91,157 00

HOUSE OF CORRECTION, PENAL INSTITUTIONS DEPARTMENT

4-08-13

The Suffolk County House of Correction is located at Deer Island, which is part of Boston, adjacent to Winthrop Mass., and covers about 37 acres. It comprises 26 buildings which consist of shops, living quarters, piggery, commissary and storehouse, poultry houses, slaughter and refrigeration houses, stock barn and silos, administration building, garages and 1 cell building containing 500 cells, another containing 360 cells, with kitchen, dining cafeteria, chapels, library and auditorium, an isolation building and a kitchen and dining hall for personnel. The average daily population is about 67 inmates.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approve
				Requested by Department	Recommended by Mayor	
1—Personal Services . .	\$502,275 40	\$536,493 74	\$547,759 00	\$622,336 00	\$589,400 00	
2—Contractual Services . .	31,330 93	69,105 27	33,600 00	72,288 00	35,133 00	
3—Supplies & Materials . .	376,650 04	384,320 27	370,600 00	474,088 00	428,500 00	
4—Current Charges & Oblig's	7,047 20	7,027 35	7,000 00	7,136 00	7,100 00	
5—Equipment	1,053 45	1,241 98	8,665 00	23,880 00	3,500 00	
7—Structures & Improvements	4,236 40	55,685 15	30,000 00	—	—	
TOTALS	\$922,593 42	\$1,053,873 76	\$997,624 00	\$1,199,728 00	\$1,063,633 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenue for 1958 \$3,995 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Responsible for the administration and direction of the institution and discipline of its inmates. Maintains vital records of inmates, and has custody of inmates' cash. Processes all business procedures, such as budget preparation and control, personnel, and all financial records. Provides recreational, educational, and religious services.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
13	\$42,973 52	\$6,925 00	\$2,500 00	\$30 00	\$52,428 52

Personal Services: Master, 2 Head Administrative Clerks, 3 Clerks, School Teacher, Motion Picture Operator, 3 Chaplains, and 2 Organists. Temporary Employees, \$245.00; Overtime, \$600.00.

Contractual Services: Telephone service, \$4,200.00; servicing of equipment, \$50.00; travel expenses, \$850.00; photographing of prisoners, \$1,645.00; advertising, \$30.00; honorarium for Mission and Retreat, \$150.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$2,500.00.

Current Charges and Obligations: Premium on surety bonds, \$30.00.

2. GUARDING AND CARE OF INMATES

Responsible for the security, training, and discipline of the inmate population. Provides medical and dental care and maintains 20-bed hospital for inmates.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
100	\$424,899 53	\$3,650 00	\$75,000 00	\$1,050 00	\$504,599 53

Personal Services: 6 Deputy Masters, 3 Assistant Deputy Masters, Correction Officer and Receiver, 85 Correction Officers, Medical Director, Dentist, and 3 Hospital Supervisors. Temporary Employees, \$348.00; Overtime, \$15,100.00.

Contractual Services: Travel expense, \$150.00; professional medical and surgical services, \$3,500.00.

Supplies and Materials: Cleaning and custodial supplies, \$11,000.00; household supplies, \$14,000.00; medicine and drugs, \$10,000.00; clothing, \$40,000.00.

Equipment: Medical and dental equipment, \$1,050.00.

3. RECEIVING AND PREPARING OF FOOD

Responsible for the requisitioning, receiving, distribution, cooking, and serving of approximately 840,000 meals per year.

Personal Services No.	Amount	Supplies Materials	Total
7	\$35,967 05	\$215,000 00	\$250,967 05

Personal Services: Correction Officer and Steward, Correction Officer and Assistant Steward, 3 Correction Officers and Cooks, 2 Correction Officers and Bakers. Temporary Employees, \$807.00; Overtime, \$2,000.00.

Supplies and Materials: Food and beverages, \$215,000.00.

4. PLANT OPERATION AND MAINTENANCE

Maintains and supervises the proper functioning of the power plant for supplying heat and hot water to all buildings on the island, as well as supplying steam used for cooking in the kitchen. Repairs and maintains all buildings; repairs and services all machines and rolling stock.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
11	\$47,302 50	\$23,258 00	\$125,000 00	\$7,050 00	\$2,450 00	\$205,060 50

Personal Services: Chief Engineer, Assistant Engineer (Second Class), 3 Steam Firemen, Correction Officer and Electrician, 2 Correction Officers and Carpenters, Correction Officer and Painter, Correction Officer and Motor Equipment Repairman, Motor Equipment Operator.

Contractual Services: Electricity, \$19,400.00; gas fuel, \$600.00; repairs to buildings, \$1,433.00; servicing of equipment, \$1,750.00 (automotive, \$1,000.00; machinery and tools, \$450.00; kitchen equipment, \$300.00); cleaning, \$75.00.

Supplies and Materials: Automotive supplies, \$6,000.00; heating supplies, \$70,000.00; miscellaneous supplies and materials, \$49,000.00 (building supplies and materials, \$38,100.00; general operating supplies, \$3,250.00; nonautomotive supplies, \$1,200.00; public works supplies, \$3,250.00; tools and instruments, \$3,000.00; miscellaneous supplies, \$200.00).

Current Charges and Obligations: Annual charge for water, town of Winthrop, \$6,600.00; motor vehicle registrations, \$36.00; gratuities to indigent inmates, \$414.00.

Equipment: Electrical and mechanical equipment, \$500.00; household equipment, \$1,500.00; miscellaneous equipment, \$450.00.

5. OPERATION OF INDUSTRIES

Supervises and directs the activities in three major industries which supply the needs of the institution for shoes, bedding, clothing, dairy, poultry, and pork products. These industries sell clothing to other prisons and poultry and chickens to city institutions. It provides revenue estimated at \$3,995.00 annually through sales of surplus products to other institutions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
8	\$38,257 40	\$1,300 00	\$11,000 00	\$20 00	\$50,577 40

Personal Services: Industries Supervisor, Correction Officer and Shoemaking Instructor, 2 Correction Officers and Clothing Cutters, 2 Correction Officers and Herdsmen, Correction Officer and Assistant Herdsman, Correction Officer and Poultryman. Overtime, \$300.00.

Contractual Services: Miscellaneous animal care, \$1,300.00.

Supplies and Materials: Agriculture supplies, \$11,000.00.

Current Charges and Obligations: Dues and subscriptions, \$20.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services	13	\$42,973 52	\$6,925 00	\$2,500 00	\$30 00	—	\$52,428 52
2. Guarding and Care of Inmates	100	424,899 53	3,650 00	75,000 00	—	\$1,050 00	504,599 53
3. Receiving and Preparing of Food	7	35,967 05	—	215,000 00	—	—	250,967 05
4. Plant Operation and Maintenance	11	47,302 50	23,258 00	125,000 00	7,050 00	2,450 00	205,060 50
5. Operation of Industries	8	38,257 40	1,300 00	11,000 00	20 00	—	50,577 40
TOTALS	139	\$589,400 00	\$35,133 00	\$428,500 00	\$7,100 00	\$3,500 00	\$1,063,633 00

MIDDLESEX COUNTY TRAINING SCHOOL

4-08-14

Youngsters who are adjudged habitual truants by the Boston Courts and other offenders against the school attendance laws are committed to the Middlesex County Training School for disciplinary training and instruction, as provided by the General Laws. An average of 38 boys per year are sent to this institution.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approv
				Requested by Department	Recommended by Mayor	
Special Appropriations:						
Middlesex County Training School	\$110,860 00	\$87,721 28	\$90,000 00	\$90,000 00	\$90,000 00	

C — PROGRAM

Board and care of truants, based on an average of 38 boys and charge of \$42.00 per week .	\$90,000 00
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SUPREME JUDICIAL COURT

4-12-11

The Supreme Judicial Court is a state court which hears appeals from decisions of the Superior Court in civil and criminal cases. The salaries of the justices are paid by the Commonwealth, and the expenses of the Clerk of the Suffolk County sessions of the court are borne by the county.

The Clerk of the Supreme Judicial Court for Suffolk County attends sessions of the court, records proceedings, and has the care and custody of all records, books, and papers which are filed in his office. He issues orders of notices, writs, and subpoenas, furnishes certified copies of documents, and keeps a roll of attorneys for the entire state.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
-Personal Services . . .	\$77,914 09	\$88,485 12	\$90,358 00	\$92,628 00	\$91,000 00	
-Contractual Services . .	12,228 65	21,931 88	5,200 00	5,200 00	5,150 00	
-Supplies & Materials . .	1,297 93	997 12	1,450 00	1,495 00	1,495 00	
-Current Charges & Oblig's	88 50	106 50	100 00	100 00	100 00	
-Equipment	221 00	335 50	300 00	300 00	300 00	
TOTALS	\$91,750 17	\$111,856 12	\$97,408 00	\$99,723 00	\$98,045 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958 \$2,000 00

C — PROGRAM

1. MAINTENANCE OF COURT RECORDS AND ORDER AND DECORUM IN SESSIONS OF THE COURT

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
16	\$91,000 00	\$5,150 00	\$1,495 00	\$100 00	\$300 00	\$98,045 00

Personal Services: Clerk of Court and 2 Assistants, 5 Court Officers, Head Clerk, and 7 Clerical Employees.

Contractual Services: Telephone service, \$150.00; master's and auditor's fees, \$5,000.00.

Supplies and Materials: Postage, \$100.00; cards, forms, and stationery, \$1,100.00; court officers' uniforms, \$275.00; bottled water, \$20.00.

Current Charges and Obligations: Premiums on surety bonds, \$100.00.

Equipment: Library books, \$300.00.

SUPERIOR COURT, GENERAL EXPENSES

4-12-12

The Superior Court is a state court consisting of a Chief Justice and 31 Associate Justices who are paid by the Commonwealth of Massachusetts. In Suffolk County the court sits daily in 10 civil jury, 3 civil, without jury, 3 criminal motion, 2 pretrial, and 1 assignment sessions.

The expenses of providing stenographic and confidential messenger service for the Suffolk County sessions of court are borne by the City of Boston.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$86,928 52	\$93,954 83	\$97,500 00	\$107,546 00	\$105,000 00	
2—Contractual Services . . .	1,291 20	1,151 69	1,330 00	1,705 00	1,705 00	
3—Supplies & Materials . . .	1,588 22	1,297 95	1,035 00	2,035 00	2,035 00	
5—Equipment	2,886 15	3,366 60	3,500 00	4,200 00	4,000 00	
TOTALS	\$92,694 09	\$99,771 07	\$103,365 00	\$115,486 00	\$112,740 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958 None

C — PROGRAM

1. PROVIDING STENOGRAPHIC, CLERICAL AND MESSENGER SERVICES FOR THE COURT

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
17	\$105,000 00	\$1,705 00	\$2,035 00	\$4,000 00	\$112,740 00

Personal Services: 12 Court Stenographers, Messenger and Clerical Assistant, Assistant Messenger, 3 Clerical Employees.

Contractual Services: Telephone service, \$1,025.00; servicing of office machines, \$50.00; religious services, \$30.00; printing and binding, \$600.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$2,000.00; wrapping paper and twine, \$35.00.

Equipment: Library books, \$4,000.00.

CLERK'S OFFICE, SUPERIOR COURT, CIVIL SESSION

4-12-13

The Clerk of the Court attends all sessions of the court; plans, controls, directs and supervises the issuance, recording, marketing, and indexing of legal processes; has official custody of court records; keeps accounts of revenues collected; and issues summonses to witnesses.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
Personal Services . . .	\$444,214 18	\$460,151 03	\$478,800 00	\$538,460 00	\$530,000 00	
Contractual Services . .	227,477 27	321,152 84	344,000 00	444,500 00	444,500 00	
Supplies & Materials . .	14,298 65	16,361 65	14,500 00	16,500 00	16,500 00	
Current Charges & Oblig's	170 00	249 19	258 00	273 00	273 00	
Equipment	1,066 75	371 75	1,700 00	1,800 00	1,800 00	
TOTALS	\$687,226 85	\$798,286 46	\$839,258 00	\$1,001,533 00	\$993,073 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958 \$71,306 50

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities. Provides clerical, stenographic, and financial services. Receives and enters all cases of the court, collects and accounts for fees, and prepares statistics of court activities. This section prepares the budget, compiles the payrolls and requisitions, and issues supplies for the civil sessions of the court. Prepares and distributes trial lists in all law cases; docket all papers filed; prepares cases for trial, enters judgments and executions; records defaults; issues writs, precepts, notices, and depositions; arranges printing on cases appealed to the Supreme Judicial Court; and maintains indexes of court activity. Approximately 11,400 cases are entered annually. Issues equity processes, restraining orders, and notices; records and docket equity cases and papers filed; prepares daily motion notices and notices relative to actions in motion session. Annually about 1,200 cases are entered, and 21,623 motions dealt with.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
101	\$372,613 00	\$4,500 00	\$11,000 00	\$137 50	\$1,400 00	\$389,650 50

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Clerk of Court, Executive Secretary.

General Services: Head Clerk, 19 Clerical Employees.

Law Division: Head Clerk, 67 Clerical Employees.

Equity Division: Head Clerk, 10 Clerical Employees.

Contractual Services: Telephone service, \$4,300.00; servicing of office equipment, \$200.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$11,000.00.

Current Charges and Obligations: Premium on surety bond, \$37.50; rental of postal machine, \$100.00.

Equipment: Metal document boxes, \$200.00; typewriters, \$1,200.00.

2. CONDUCT AND RECORD PROCEEDINGS OF COURT

Act as clerks in a session of a court upon assignment and keep a record of its proceedings; make tabular reports of the work of the court; and advise counsel, defendants, and the public relative to court practices, procedures, and the status of cases.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
18	\$157,387 00	\$440,000 00	\$5,500 00	\$135 50	\$400 00	\$603,422 50

Personal Services: First Assistant Clerk, Equity Clerk, 16 Assistant Clerks.

Contractual Services: Masters' and auditor's services, \$100,000.00; stenographic services, \$6,000.00; printing and binding, \$4,000.00; jurors' compensation and expenses, \$330,000.00.

Supplies and Materials: Postage, cards, forms, and stationery, \$5,500.00.

Current Charges and Obligations: Premium on surety bonds, \$135.50.

Equipment: Library books, \$400.00.

Clerk's Office, Superior Court, Civil Session — Continued

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services .	101	\$372,613 00	\$4,500 00	\$11,000 00	\$137 50	\$1,400 00	\$389,650 50
2. Conduct and Record Proceedings of Court	18	157,387 00	440,000 00	5,500 00	135 50	400 00	603,422 50
TOTALS	119	\$530,000 00	\$444,500 00	\$16,500 00	\$273 00	\$1,800 00	\$993,073 00

CRIMINAL SESSION, SUPERIOR COURT

4-12-14

The expenses of the Clerk of the Superior Criminal Court and the cost of certain activities of the District Attorney are provided for in this appropriation.

The Clerk of the Court attends all sessions of the court; issues records; indexes and dockets all legal process; advises counsel, defendants, and the public; and issues summonses to witnesses.

The District Attorney and permanent assistants are employees of the Commonwealth. The county provides special assistant district attorneys and office personnel who handle the preparation of indictments, the writing of briefs, the rendition of persons under indictment, and various investigation services.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
-Personal Services . . .	\$304,879 24	\$358,315 75	\$380,000 00	\$407,666 00	\$400,000 00	
-Contractual Services . . .	302,156 65	390,774 38	283,000 00	290,800 00	286,000 00	
-Supplies & Materials . . .	9,190 86	13,341 18	8,935 00	8,935 00	8,935 00	
-Current Charges & Oblig's . . .	125 00	127 50	135 00	135 00	135 00	
-Equipment	3,715 29	2,331 85	2,500 00	4,300 00	4,000 00	
TOTALS	\$620,067 04	\$764,890 66	\$674,570 00	\$711,836 00	\$699,070 00	

B—DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958 \$260 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities. Provides clerical, stenographic, financial services. Prepares and indexes various lists and dockets, receives fees, fines, court costs, and bail. Prepares daily trial list, daily police officers' list. Completes court records of all procedures and disposition of all cases; and keeps statistics relating to the number of offences and their disposition.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
30	\$132,094 00	\$12,250 00	\$5,085 00	\$45 00	\$800 00	\$150,274 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Clerk of Court, First Assistant Clerk, Executive Secretary.

General Services Section: Head Clerk, Interpreter, 17 Clerical Employees.

Trial List and Commitments: Head Clerk, 2 Principal Clerks.

Dockets and Statistics: Head Clerk, 2 Clerical Employees.

Witness Room: Head Clerk, Principal Clerk.

Contractual Services: Telephone service, \$150.00; servicing of office equipment, \$100.00; printing bills of exception and appeal, \$12,000.00.

Supplies and Materials: Cheesecloth, \$25.00; postage, forms, cards, and stationery, \$5,050.00; twine, chalk, and wrapping paper, \$10.00.

Current Charges and Obligations: Premium on surety bond, \$45.00.

Equipment: Typewriters, \$500.00; library books, \$300.00.

2. CONDUCT AND RECORD PROCEEDINGS OF COURT

Act as clerks in a session of a court upon assignment, and keep a record of its proceedings; make tabular reports of the work of the court; advise counsel, defendants, and the public relative to court practices, procedures, and the status of cases.

Personal Services No.	Amount	Contractual Services	Current Charges	Total
12	\$102,600 00	\$210,100 00	\$90 00	\$312,790 00

Personal Services: 12 Assistant Clerks of Court.

Contractual Services: Transportation of jurors and prisoners, \$3,400.00; experts, attorneys, and stenographers, \$12,500.00; jurors' compensation and expenses, \$126,200.00; transcripts of evidence, \$6,000.00; witness fees, \$60,000.00; services of venire, \$2,000.00.

Current Charges and Obligations: Premium on surety bonds, \$90.00.

Criminal Session, Superior Court — Continued

3. PREPARATION OF CASES FOR PROSECUTION

Assists in the preparation of cases for prosecution, prepares briefs, draws indictments resulting from Grand Jury action, and conducts special investigations.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
37	\$165,306 00	\$63,650 00	\$3,850 00	\$3,200 00	\$236,006 00

Personal Services: Secretary and Chief Clerk, Chief Stenographer and Indictment Clerk, Head Administrative Clerk, 15 Legal Aides, and 2 Clerical Employees.

Contractual Services: Telephone service, \$9,250.00; servicing of office equipment, \$100.00; transportation, rendition of prisoners and investigation of cases, \$23,000.00; board and room for witnesses, \$300.00; hire of experts, \$30,000.00; printing briefs, \$1,000.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$3,850.00.

Equipment: Typewriters, \$1,000.00; library books, \$2,200.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administration and General Services .	30	\$132,094 00	\$12,250 00	\$5,085 00	\$45 00	\$800 00	\$150,274 00
2. Conduct and Record Proceedings of Court .	12	102,600 00	210,100 00	—	90 00	—	312,790 00
3. Preparation of Cases for Prosecution .	37	165,306 00	63,650 00	3,850 00	—	3,200 00	236,006 00
TOTALS	79	\$400,000 00	\$286,000 00	\$8,935 00	\$135 00	\$4,000 00	\$699,070 00

MUNICIPAL COURT, CITY OF BOSTON

4-12-15

The Municipal Court of the City of Boston, downtown, has jurisdiction over an area of approximately 4.8 square miles, containing a population of 131,112 persons. It has original jurisdiction over all crimes committed in the area except ones which carry a penalty of five years or more in State Prison. Its civil jurisdiction embraces all of Suffolk County.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
-Personal Services . . .	\$804,709 23	\$882,785 33	\$891,000 00	\$938,430 00	\$920,000 00	
-Contractual Services . . .	36,430 52	26,807 05	28,000 00	30,000 00	29,000 00	
-Supplies & Materials . . .	35,334 30	36,169 37	38,325 00	41,475 00	41,000 00	
-Current Charges & Oblig's . . .	789 27	748 86	1,050 00	1,050 00	1,050 00	
-Equipment	1,024 50	1,259 31	6,100 00	3,750 00	3,300 00	
TOTALS	\$878,287 82	\$947,769 92	\$964,475 00	\$1,014,705 00	\$994,350 00	

B — DEPARTMENTAL REVENUES

Estimated revenues from fees, fines, etc., for 1958 \$448,000 00

C — PROGRAMS

1. ADMINISTRATION OF JUSTICE

Supervises and is responsible for the proper administration of the court; determines legal issues in the various proceedings before the court and sentences convicted defendants to penal institutions or places them on probation. Opens and attends criminal and civil sessions of the court; maintains order and decorum in the court and assists in the commitment of prisoners. Makes mental and physical examinations of individuals referred by probation officers, or the courts, and observes the mental and physical conditions of prisoners in the dock.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
37	\$269,029 00	\$1,425 00	\$1,585 00	\$50 00	\$1,550 00	\$273,639 00

Personal Services: Performance under this program is divided among the following sections:

Justice Section: Chief Justice, 8 Associate Judges, Secretary to the Justices, Assistant Secretary to the Justices, 6 Special Justices.

Court Office Section: 2 Chief Court Officers, Assistant Chief Court Officer, 12 Court Officers, 2 Van Drivers.

Medical Section: Medical Director, Assistant Medical Director, Secretary.

Temporary Employees: Van Driver at \$72.75 per week for 8 weeks.

Contractual Services: Telephone service, \$900.00; servicing of automotive equipment, \$200.00; laundry service, \$50.00; binding of law books and dockets, \$275.00.

Supplies and Materials: Automotive supplies and materials, \$400.00; household supplies and materials, \$10.00; medicine and drugs, \$200.00; postage, forms, cards, and stationery, \$600.00; court officers' uniforms and supplies, \$375.00.

Current Charges and Obligations: Premiums on fidelity, surety, and forgery bonds, \$50.00.

Equipment: Library books, \$1,000.00; typewriters, \$450.00; medical and hospital equipment, \$100.00.

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Maintains a record of all criminal cases; prepares summonses and warrants; receives automobile parking violations from the Police Department; handles fines and bail deposits; answers inquiries regarding court procedures and the status of cases; records the disposition of cases; is custodian of court records and files; prepares reports for the Supreme Court and Registry of Motor Vehicles; and processes general correspondence. Approximately 52,889 criminal cases are entered annually and 349,104 automobile parking violations; automobile fines collected total \$372,554.00. Receives, dockets, and files 26,000 entries of civil cases, 1,250 small claims, and 1,350 supplementary processes; receives pleadings; issues summonses, capias, default nonsuit, and other notices; and records findings in 2,100 trials, 5,000 motions, 14,500 judgments, 100 attachment applications, and 970 removals. This office receives all court fees in civil cases, collects statistics, and prepares an annual report.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
70	\$388,446 00	\$21,650 00	\$35,665 00	\$434 00	\$1,200 00	\$447,395 00

Municipal Court, City of Boston — Continued

Personal Services: Performance under this program is divided among the following sections:

Criminal Division:

Administrative Section: Clerk of Court, Head Clerk.

General Services Section: First Assistant Clerk, Assistant Clerk, 2 Clerical Employees.

Pleading and Docket Rooms: 6 Assistant Clerks, Head Clerk, 3 Clerical Employees.

Parking Tag Room: Assistant Clerk, Head Clerk, 13 Clerical Employees.

Temporary Employees: Clerical Employees at \$47.75 per week for vacations.

Civil Division:

Administrative Section: Clerk of Court, First Assistant Clerk, Executive Secretary.

General Services Section: 3 Assistant Clerks, 4 Deputy Assistant Clerks, Head Clerk, 12 Clerical Employees.

Trials Section: 7 Assistant Clerks, 2 Deputy Assistant Clerks, 3 Clerical Employees.

Supplementary Process and Small Claims Section: Assistant Clerk, Deputy Assistant Clerk, 2 Clerical Employees.

Contractual Services: Telephone service, \$4,500.00; servicing of office equipment, \$575.00; transportation of court officers and prisoners, \$500.00; advertising, \$50.00; interpreters, \$25.00; binding of law books and dockets, \$1,000.00; witness fees, \$15,000.00.

Supplies and Materials: Household supplies and materials, \$15.00; postage, forms, cards, and stationery, \$35,650.00.

Current Charges and Obligations: Meter mailing rentals, \$209.00; premiums on fidelity, surety, and forgery bonds, \$225.00.

Equipment: Typewriters, \$900.00; library books, \$300.00.

3. SUPERVISION OF PROBATIONERS

Interviews complainants and defendants in domestic relations cases and reports to the justice; interviews and releases or holds for court persons arrested for drunkenness; answers inquiries regarding probation matters; makes special investigations as directed; and has general supervision of individuals placed on probation. This department collects and disburses monies received in nonsupport cases and furnishes telephone service for all sections of Municipal Court.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
48	\$262,525 00	\$5,925 00	\$3,750 00	\$566 00	\$550 00	\$273,316 00

Personal Services: Chief Probation Officer, First Assistant Probation Officer, Second Assistant Probation Officer, 2 Deputies, 23 Probation Officers, Investigator, Head Clerk, Procedural Technician, 3 Principal Clerks, Switchboard Operator, 13 Clerical Employees.

Contractual Services: Telephone service, \$3,100.00; servicing of office equipment, \$25.00; transportation of probation officers and prisoners, \$2,700.00; printing and binding, \$100.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$3,750.00.

Current Charges and Obligations: Temporary aid for dependents, \$300.00; dues and subscriptions, \$50.00; premiums on fidelity, surety, and forgery bonds, \$216.00.

Equipment: Typewriters, \$450.00; library books, \$100.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administration of Justice	37	\$269,029 00	\$1,425 00	\$1,585 00	\$50 00	\$1,550 00	\$273,639
2. Maintenance of General Court Activities and Records	70	388,446 00	21,650 00	35,665 00	434 00	1,200 00	447,395
3. Supervision of Probation	48	262,525 00	5,925 00	3,750 00	566 00	550 00	273,316
TOTALS	155	\$920,000 00	\$29,000 00	\$41,000 00	\$1,050 00	\$3,300 00	\$994,350

BOSTON JUVENILE COURT

4-12-16

The Boston Juvenile Court has jurisdiction within the same territorial limits as the Boston Municipal Court over neglected, delinquent, and wayward children. It also has concurrent jurisdiction, with the Boston Municipal Court, over all adults who commit offences contributing to the delinquency of children under the age of seventeen, and hears and determines all cases against parents and guardians for neglect of minor children and for failure to have children attend school.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
Personal Services . . .	\$90,742 00	\$102,488 47	\$103,808 00	\$118,075 00	\$110,400 00	
Contractual Services . .	5,253 37	6,306 22	6,448 00	7,288 00	6,563 00	
Supplies & Materials . .	1,627 48	1,559 34	1,600 00	1,630 00	1,630 00	
Current Charges & Oblig's	274 67	281 02	328 00	334 00	334 00	
Equipment	217 48	214 86	303 00	724 00	505 00	
TOTALS	\$98,115 00	\$110,849 91	\$112,487 00	\$128,051 00	\$119,432 00	

B—DEPARTMENTAL REVENUES

Estimated departmental revenues from fees, fines, etc., for 1958 \$30 00

C—PROGRAMS

1. ADMINISTRATION OF JUSTICE

The Justice hears cases brought before the court and directs the administration and probationary work of the court. It is estimated there will be 1,200 cases heard in 1958, and these cases will involve a total of 5,000 judicial determinations, which are decisions and orders involving surrenders, continuances, change of custody, etc.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
2	\$17,757 00	\$2,360 00	\$115 00	\$28 00	\$106 00	\$20,366 00

Personal Services: Justice, Court Officer, 2 Special Justices for simultaneous sessions and vacation supply.
Contractual Services: Telephone service, \$160.00; attendance of justice at conferences, \$500.00; witness fees, \$1,700.00.
Supplies and Materials: Postage, forms, cards, and stationery, \$100.00; badges, \$15.00.
Current Charges and Obligations: Dues and subscriptions, \$25.00; premium on surety bond, \$3.00.
Equipment: Library books, \$106.00.

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Deals with the granting and hearing of all complaints; determines executive and personnel policies; prepares daily court calendars and dockets; and performs other administrative functions. Transcribes and records proceedings; prepares budget estimates; compiles personnel records and statistical reports; requisitions and issues supplies and materials; and disseminates information relative to the business of the court.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
4	\$24,858 00	\$435 00	\$640 00	\$70 00	\$107 00	\$26,110 00

Personal Services: Clerk, Assistant Clerk, Head Clerk, Head Statistical Clerk, vacation supply.
Contractual Services: Telephone service, \$10.00; binding of law books and dockets, \$425.00.
Supplies and Materials: Postage, forms, cards, and stationery, \$640.00.
Current Charges and Obligations: Dues and subscriptions, \$25.00; premium on surety bond, \$45.00.
Equipment: Library books, \$107.00.

Boston Juvenile Court — Continued

3. SUPERVISION OF PROBATIONERS

Attends court sessions; interviews children, parents, and others concerned in juvenile cases; investigates, supervises and visits probationers as ordered by the court; and makes permanent record of all its findings. It is estimated that this division will prepare 1,085 probation reports in 1958 and make approximately 75,000 visits to probationers, families, schools, etc., and that there will be approximately 1,900 children and 85 adults on probation during the year; that the department will supervise approximately 185 children (representing 65 cases) who are brought before the court as "children in need of care and protection," i.e., children neglected by their parents.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
13	\$67,785 00	\$3,768 00	\$875 00	\$236 00	\$292 00	\$72,956 00

Personal Services: Chief Probation Officer, Assistant Chief Probation Officer, 7 Probation Officers, 4 Clerks, vacation supply.

Contractual Services: Telephone service, \$80.00; servicing of office equipment, \$138.00; probation officers' expenses, \$1,900.00; transportation of prisoners and neglected children, \$1,600.00; medical services, \$50.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$860.00; badges, \$15.00.

Current Charges and Obligations: Dues and subscriptions, \$170.00; premium on surety bonds, \$66.00.

Equipment: Library books, \$92.00; typewriters, \$200.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administration of Justice	2	\$17,757 00	\$2,360 00	\$115 00	\$28 00	\$106 00	\$20,366 00
2. Maintenance of General Court Activities and Records	4	24,858 00	435 00	640 00	70 00	107 00	26,110 00
3. Supervision of Probationers	13	67,785 00	3,768 00	875 00	236 00	292 00	72,956 00
TOTALS	19	\$110,400 00	\$6,563 00	\$1,630 00	\$334 00	\$505 00	\$119,432 00

PROBATE COURT

4-12-17

The Probate Court has jurisdiction over the probating of wills, the granting of administration of estates, the appointment of guardians and conservators, and the conduct of legal proceedings in connection with certain domestic relations cases, including divorce, annulment of marriage, separate maintenance, and the custody of children.

This appropriation covers the office expenses of the court in Suffolk County as well as the compensation of four officers of the court. The salaries of the Register of Probate and 48 office employees are paid by the Commonwealth.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
-Personal Services . . .	\$24,061 20	\$28,906 80	\$29,957 00	\$35,305 00	\$35,305 00	
-Contractual Services . . .	20,561 13	25,761 54	24,050 00	26,200 00	24,050 00	
-Supplies & Materials . . .	16,698 08	15,165 13	36,000 00	33,845 00	33,200 00	
-Current Charges & Oblig's . . .	5 00	—	—	75 00	75 00	
-Equipment	770 00	663 00	1,800 00	1,898 00	1,800 00	
TOTALS	\$62,095 41	\$70,496 47	\$91,807 00	\$97,323 00	\$94,430 00	

B — DEPARTMENTAL REVENUES

Revenues of the Probate Court are deposited with the Commonwealth.

C — PROGRAM

1. MAINTENANCE OF COURT RECORDS AND ORDER AND DECORUM IN SESSIONS OF THE COURT

No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
5	\$33,305 00	\$24,050 00	\$33,200 00	\$75 00	\$1,800 00	\$94,430 00

Personal Services: 3 Court Officers, a Permanent Officer, and a Messenger.
Contractual Services: Telephone service, \$3,900.00; travel expense, \$50.00; cleaning office aprons and coats, \$250.00; court stenographer service, \$5,000.00; auditors', masters', and investigators' fees, \$14,000.00; binding and repairing books and dockets, \$850.00.
Supplies and Materials: Postage, cards, forms, and stationery, \$27,000.00; parts for photostat machine, \$50.00; court officers' uniforms, \$195.00; photostat paper and supplies, \$5,955.00.
Current Charges and Obligations: Mail-o-meter charges, \$75.00.
Equipment: Typewriters, \$1,000.00; library books, \$800.00.

COURT OFFICERS' DIVISION, SUPERIOR COURT

4-12-18

The court officers open and attend civil, criminal, and other sessions of the Superior Court in Suffolk County. They maintain order and decorum in the courtroom, assist in the commitment of prisoners, serve summonses and citations, and are responsible for the board and care of jurors and the proper accounting of expenses incurred when juries are ordered locked up by the court.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	Requested by Department	1958 Budget		Approved
					Recommended by Mayor		
1—Personal Services . . .	\$334,867 84	\$360,304 56	\$366,000 00	\$395,742 00	\$375,000 00		
2—Contractual Services . . .	2,250 18	1,947 50	2,000 00	2,000 00	2,000 00		
3—Supplies & Materials . . .	16,291 03	21,733 54	16,350 00	16,450 00	16,450 00		
4—Current Charges & Oblig's	284 00	281 00	293 00	293 00	293 00		
TOTALS . . .	\$353,693 05	\$384,266 60	\$384,643 00	\$414,485 00	\$393,743 00		

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958 None

C — PROGRAM

1. MAINTENANCE OF ORDER AND DECORUM IN SESSIONS OF THE COURT

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
61	\$375,000 00	\$2,000 00	\$16,450 00	\$293 00	\$393,743 00

Personal Services: Chief Deputy Sheriff, Assistant Chief Deputy Sheriff, Deputy Sheriff, Jury Assembly Court Officer, Assistant Jury Assembly Court Officer, and 56 Court Officers.

Contractual Services: Transportation of prisoners, \$2,000.00.

Supplies and Materials: Meals for jurors, \$15,000.00; stationery, \$50.00; officers' uniforms, \$1,400.00.

Current Charges and Obligations: Premiums on surety bonds, \$293.00.

PROBATION DEPARTMENT, SUPERIOR COURT, CRIMINAL SESSION

4-12-19

The Probation Department prepares reports to aid the Justices in determining the advisability of placing convicted persons on probation. They supervise the activities of persons placed on probation during the periods fixed by the Justices and supervise persons on parole after release.

A—BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
-Personal Services . . .	\$124,499 49	\$152,329 81	\$115,000 00	\$73,608 00	\$72,000 00	
-Contractual Services . . .	4,265 36	4,661 01	4,902 00	4,955 00	4,906 00	
-Supplies & Materials . . .	2,708 99	2,748 31	3,005 00	3,227 00	3,014 00	
-Current Charges & Oblig's	207 70	148 00	183 00	183 00	183 00	
-Equipment	89 90	116 84	760 00	5,315 00	810 00	
TOTALS	\$131,771 44	\$160,003 97	\$123,850 00	\$87,288 00	\$80,913 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958 None

C — PROGRAM

1. INVESTIGATION OF CASES AND SUPERVISION OF PROBATIONERS

Prepares reports to aid the Justices in determining the advisability of placing convicted persons on probation. Supervises the activities of persons placed on probation during the periods fixed by the Justices as well as persons on parole after release.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
19	\$72,000 00	\$4,906 00	\$3,014 00	\$183 00	\$810 00	\$80,913 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Head Clerk.

General Services Section: Executive Secretary and 17 Clerical Employees.

Contractual Services: Telephone and telegraph service, \$2,200.00; repair and servicing of office equipment, \$106.00; transportation of probation officers, \$2,600.00.

Supplies and Materials: Cheesecloth, \$14.00; postage, forms, cards, and stationery, \$3,000.00.

Current Charges and Obligations: Premiums on surety bonds, \$183.00.

Equipment: Typewriters, \$700.00; library books, \$110.00.

MUNICIPAL COURT, CHARLESTOWN DISTRICT

4-12-21

The Municipal Court, Charlestown District, has jurisdiction over an area of approximately 1 square mile, containing a population of 31,302 persons. It has original jurisdiction over all crimes committed in the area, except felonies which carry a penalty of five years or more in State Prison, and its Juvenile Sessions act in cases concerning minors under seventeen years of age. It also has original jurisdiction in all civil matters, including contracts, torts, replevins, small claims summary process, supplementary process, and other minor actions.

The business of the court is indicated in the following statistics: criminal cases, 5,000; juvenile, 200; civil, 1,000; small claims, 1,200; automobile parking violations, 18,000; supplementary processes, 250; number committed, 600; number of probations, 1,000.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$59,926 18	\$65,009 52	\$69,967 00	\$84,389 00	\$79,958 00	
2—Contractual Services . . .	2,856 67	2,998 62	3,096 00	3,156 00	3,121 00	
3—Supplies & Materials . . .	3,925 77	2,488 30	2,300 00	2,470 00	2,440 00	
4—Current Charges & Oblig's . . .	58 50	106 50	107 00	107 00	107 00	
5—Equipment	142 75	189 50	200 00	1,410 00	200 00	
TOTALS	\$66,909 87	\$70,792 44	\$75,670 00	\$91,532 00	\$85,826 00	

B—DEPARTMENTAL REVENUES

Estimated revenues from fees, fines, etc., for 1958	\$12,000 00
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C—PROGRAMS

1. ADMINISTRATION OF JUSTICE

Directs and supervises the administration of the court's functions, presides over sessions of the court, and determines the legal issues involved in the various proceedings. Maintains order in the courtrooms, and transports prisoners sentenced by the court to various correctional institutions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
3	\$27,328 00	\$1,970 00	\$190 00	\$9 00	\$200 00	\$29,697 00

Personal Services: Full-time Justice and 2 Court Officers. Services of Special Justice at simultaneous sessions, during vacation of Presiding Justice, and while the latter is presiding over sessions of the Superior Court. Vacation supply for Court Officers.

Contractual Services: Telephone service, \$100.00; servicing of equipment, \$10.00; transportation of prisoners, \$1,860.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$50.00; uniforms for court officers, \$140.00.

Current Charges and Obligations: Premium on surety bonds, \$9.00.

Equipment: Library books, \$200.00.

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Custody of all court records; enters, indexes, and files all court dispositions; prepares court calendars; and assists Justices in conduct of court sessions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
5	\$28,951 50	\$526 00	\$1,850 00	\$37 50	\$31,365 00

Personal Services: Clerk of Court, 2 Assistant Clerks of Court, 2 Clerical Assistants. Provision is made for vacation supply for the Clerk of Court and Clerical Assistant.

Contractual Services: Telephone service, \$400.00; servicing of office equipment, \$40.00; towel service, \$36.00; printing, binding, and ruling, \$50.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$1,850.00.

Current Charges and Obligations: Premium on surety bonds, \$37.50.

3. SUPERVISION OF PROBATIONERS

Supervises the activities of probationers during probationary period and provides Justices with pertinent information and data relative to defendants appearing before the court.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
4	\$23,678 50	\$625 00	\$400 00	\$60 50	\$24,764 00

Personal Services: Chief Probation Officer, 2 Probation Officers, Clerical Assistant. Vacation supply for Chief Probation Officer.
Contractual Services: Telephone service, \$500.00; servicing of office equipment, \$25.00; expenses of probation officers, \$100.00.
Supplies and Materials: Postage, forms, cards, and stationery, \$400.00.
Current Charges and Obligations: Premium on surety bonds, \$60.50.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administration of Justice	3	\$27,328 00	\$1,970 00	\$190 00	\$9 00	\$200 00	\$29,697 00
Maintenance of General Court Activities and Records	5	28,951 50	526 00	1,850 00	37 50	—	31,365 00
Supervision of Probationers	4	23,678 50	625 00	400 00	60 50	—	24,764 00
TOTALS	12	\$79,958 00	\$3,121 00	\$2,440 00	\$107 00	\$200 00	\$85,826 00

EAST BOSTON DISTRICT COURT

4-12-22

The Municipal Court, East Boston District, has jurisdiction over an area of approximately 6 square miles, containing a population of 90,000 persons. It has original jurisdiction over all crimes committed in the area, except felonies which carry a penalty of five years or more in State Prison, and its Juvenile Sessions act in cases concerning minors under seventeen years of age. It also has original jurisdiction in all civil matters, including contracts, torts, replevins, small claim summary process, supplementary process, and other minor actions.

The business of the court is indicated in the following statistics: criminal cases, 5,000; juvenile, 400; civil, 1,000; small claims, 1,200; automobile parking violations, 25,000; supplementary process, 500; number committed, 250; number of probations, 300.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$56,980 73	\$58,947 09	\$73,020 00	\$82,803 00	\$82,404 00	
2—Contractual Services . . .	2,795 24	2,830 74	3,060 00	3,183 00	3,083 00	
3—Supplies & Materials . . .	2,480 21	3,658 93	3,200 00	3,870 00	3,620 00	
4—Current Charges & Oblig's . . .	90 00	91 00	92 00	92 00	92 00	
5—Equipment	236 96	150 00	150 00	775 00	150 00	
TOTALS	\$62,583 14	\$65,677 76	\$79,522 00	\$90,723 00	\$89,349 00	

B — DEPARTMENTAL REVENUES

Estimated revenues from fees, fines, etc., for 1958	\$20,000 00
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C — PROGRAMS

1. ADMINISTRATION OF JUSTICE

Directs and supervises the administration of the court's functions, presides over sessions of the court, and determines the legal issues involved in the various proceedings. Maintains order in the courtrooms, and transports prisoners sentenced by the court to various correctional institutions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
3	\$25,928 00	\$1,920 00	\$120 00	\$6 00	\$150 00	\$28,124 00

Personal Services: Full-time Justice and 2 Court Officers. Services of Special Justice at simultaneous sessions and during vacation of Presiding Justice and temporary Clerical Assistant.

Contractual Services: Telephone service, \$120.00; transportation of prisoners, \$1,800.00.

Supplies and Materials: Uniforms for court officers, \$120.00.

Current Charges and Obligations: Premium on surety bonds, \$6.00.

Equipment: Library books, \$150.00.

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Custody of all court records; enters, indexes, and files all court dispositions; prepares court calendars, and assists Justices in conduct of court sessions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
6	\$35,954 00	\$388 20	\$3,000 00	\$44 00	\$39,386 20

Personal Services: Clerk of Court, 2 Assistant Clerks of Court, 3 Clerical Assistants. Provision is made for vacation supply for the Clerk of Court.

Contractual Services: Telephone service, \$340.00; servicing of office equipment, \$48.20.

Supplies and Materials: Postage, forms, cards, and stationery, \$3,000.00.

Current Charges and Obligations: Premium on surety bonds, \$44.00.

3. SUPERVISION OF PROBATIONERS

Supervises the activities of probationers during probationary period and provides Justices with pertinent information and data relative to defendants appearing before the court.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
4	\$20,522 00	\$774 80	\$500 00	\$42 00	\$21,838 80

Personal Services: Chief Probation Officer, 2 Probation Officers, Clerical Assistant.

Contractual Services: Telephone service, \$340.00; servicing of office equipment, \$34.80; expenses of probation officers, \$400.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$500.00.

Current Charges and Obligations: Premium on surety bonds, \$42.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administration of Justice	3	\$25,928 00	\$1,920 00	\$120 00	\$6 00	\$150 00	\$28,124 00
Maintenance of General Court Activities and Records	6	35,954 00	388 20	3,000 00	44 00	—	39,386 20
Supervision of Probationers	4	20,522 00	774 80	500 00	42 00	—	21,838 80
TOTALS	13	\$82,404 00	\$3,083 00	\$3,620 00	\$92 00	\$150 00	\$89,349 00

MUNICIPAL COURT, SOUTH BOSTON DISTRICT

4-12-23

The Municipal Court, South Boston District, has jurisdiction over an area of approximately 2.3 square miles containing a population of 58,526 persons. It has original jurisdiction over all crimes committed in the area, except felonies which carry a penalty of five years or more in State Prison, and its Juvenile Sessions act in cases concerning minors under seventeen years of age. It also has original jurisdiction in all civil matters, including contracts, torts, replevins, small claims summary process, supplementary process, and other minor actions.

The business of the court is indicated by the following estimated statistics: criminal cases, 4,500; juvenile, 300; civil, 700; small claims, 700; automobile parking violations, 12,000; supplementary process, 300; number of persons committed, 250; and number of persons on probation during year, 550.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$63,351 46	\$65,572 10	\$72,575 00	\$80,058 00	\$76,154 00	
2—Contractual Services . .	3,379 06	3,169 49	3,273 00	3,734 00	3,374 00	
3—Supplies & Materials . .	2,173 42	2,492 45	2,000 00	2,110 00	2,110 00	
4—Current Charges & Oblig's	185 00	180 00	187 00	237 00	187 00	
5—Equipment	235 75	224 25	200 00	220 00	200 00	
TOTALS	\$69,324 69	\$71,638 29	\$78,235 00	\$86,359 00	\$82,025 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues from fees, fines, etc., for 1958 \$23,500 00

C — PROGRAMS

1. ADMINISTRATION OF JUSTICE

Directs and supervises the administration of the court's functions, presides over sessions of the court, and determines the legal issues involved in the various proceedings. Maintains order in the courtrooms, and transports prisoners sentenced by the court to various correctional institutions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
3	\$23,213 00	\$1,895 00	\$110 00	\$4 00	\$25,222 00

Personal Services: Justice, 2 Court Officers. Services of Special Justices at simultaneous sessions and during vacation of Presiding Justice.

Contractual Services: Transportation of prisoners, \$1,760.00; telephone service, \$135.00.

Supplies and Materials: Court officer's uniforms, \$110.00.

Current Charges and Obligations: Premium on surety bonds, \$4.00.

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Custody of all court records; enters, indexes, and files all court dispositions; prepares court calendars; and assists Justices in conduct of court sessions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
4	\$26,482 00	\$609 00	\$1,050 00	\$121 00	\$200 00	\$28,462 00

Personal Services: Clerk of Court, 2 Assistant Clerks of Court, Head Clerk, and vacation supply for Clerk of Court and Clerical Assistant.

Contractual Services: Telephone service, \$470.00; servicing of office equipment, \$39.00; binding of permanent records, \$100.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$1,050.00.

Current Charges and Obligations: Premium on surety bond and rental of water cooler, \$121.00.

Equipment: Library books, \$200.00.

3. SUPERVISION OF PROBATIONERS

Supervises the activities of probationers during probationary period and provides Justices with pertinent information and data relative to defendants appearing before the court.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
5	\$26,459 00	\$870 00	\$950 00	\$62 00	\$28,341 00

Personal Services: Chief Probation Officer, 3 Probation Officers, and Clerical Assistant.

Contractual Services: Telephone service, \$395.00; servicing of office equipment, \$35.00; transportation of probation officers, \$440.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$950.00.

Current Charges and Obligations: Rentals, and premium on surety bonds, \$62.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administration of Justice	3	\$23,213 00	\$1,895 00	\$110 00	\$4 00	—	\$25,222 00
Maintenance of General Court Activities and Records	4	26,482 00	609 00	1,050 00	121 00	\$200 00	28,462 00
Supervision of Probationers	5	26,459 00	870 00	950 00	62 00	—	28,341 00
TOTALS	12	\$76,154 00	\$3,374 00	\$2,110 00	\$187 00	\$200 00	\$82 025 00

MUNICIPAL COURT, DORCHESTER DISTRICT

4-12-24

The Municipal Court, Dorchester District, has jurisdiction over an area of approximately 14 square miles, containing a population of 280,000 persons. It has original jurisdiction over all crimes committed in the area, except felonies which carry a penalty of five years or more in State Prison, and its Juvenile Sessions act in cases concerning minors under seventeen years of age. It also has original jurisdiction in all civil matters, including contracts, torts, replevins, small claim summary process, supplementary process, and other minor actions.

The business of the court is indicated by the following estimated statistics; criminal cases, 6,250; juvenile, 405; civil, 3,000; small claims, 2,876; automobile parking violations, 44,500; supplementary processes, 2,000; number of persons committed, 380; number of persons on probation, 640.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$99,647 30	\$105,738 30	\$115,742 00	\$133,842 00	\$132,646 00	
2—Contractual Services . .	4,417 08	4,806 39	3,835 00	4,335 00	4,335 00	
3—Supplies & Materials . .	3,427 23	3,915 50	2,570 00	2,570 00	2,570 00	
4—Current Charges & Oblig's	178 50	172 00	176 00	178 00	178 00	
5—Equipment	264 50	215 00	200 00	385 00	200 00	
TOTALS	\$107,934 61	\$114,847 19	\$122,523 00	\$141,310 00	\$139,929 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues from fees, fines, etc., for 1958 \$40,850 00

C — PROGRAMS

1. ADMINISTRATION OF JUSTICE

Directs and supervises the administration of the court's functions, presides over sessions of the court, and determines the legal issues involved in the various proceedings. Maintains order in the courtrooms, and transports prisoners sentenced by the court to various correctional institutions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
4	\$36,099 00	\$1,200 00	\$70 00	\$14 00	\$200 00	\$37,583 00

Personal Services: Justice, 3 Court Officers. Services of Special Justices for simultaneous sessions, and during vacations of Presiding Justice.

Contractual Services: Telephone service, \$200.00; transportation of prisoners, \$1,000.00.

Supplies and Materials: Court officer's uniform, \$70.00.

Current Charges and Obligations: Premium on surety bonds, \$14.00.

Equipment: Library books, \$200.00.

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Custody of all court records; enters, indexes, and files all court dispositions; prepares court calendars; and assists Justices in conduct of court sessions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
12	\$62,043 00	\$950 00	\$1,500 00	\$98 00	\$64,591 00

Personal Services: Clerk of Court, 3 Assistant Clerks of Court, Head Clerk, 7 Clerical Assistants, and vacation supply for Clerk and Assistant Clerks.

Contractual Services: Telephone service, \$850.00; servicing of office equipment, \$40.00; towel service, \$60.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$1,500.00.

Current Charges and Obligations: Premium on surety bond, \$38.00; rental of water cooler, \$60.00.

3. SUPERVISION OF PROBATIONERS

Supervises the activities of probationers during probationary period and provides Justices with pertinent information and data relative to defendants appearing before the court.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
6	\$34,504 00	\$2,185 00	\$1,000 00	\$66 00	\$37,755 00

Personal Services: Chief Probation Officer, 4 Probation Officers, Clerical Assistant, and vacation supply for Chief Probation Officer.

Contractual Services: Telephone service, \$950.00; servicing of office equipment, \$15.00; transportation of probation officers, \$1,200.00; towel service, \$20.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$1,000.00.

Current Charges and Obligations: Premium on surety bonds, \$66.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administration of Justice	4	\$36,099 00	\$1,200 00	\$70 00	\$14 00	\$200 00	\$37,583 00
Maintenance of General Court Activities and Records	12	62,043 00	950 00	1,500 00	98 00	—	64,591 00
Supervision of Probationers	6	34,504 00	2,185 00	1,000 00	66 00	—	37,755 00
TOTALS	22	\$132,646 00	\$4,335 00	\$2,570 00	\$178 00	\$200 00	\$139,929 00

MUNICIPAL COURT, ROXBURY DISTRICT

4-12-25

The Municipal Court, Roxbury District, has jurisdiction over an area of approximately 9 square miles, containing a population of 225,000 persons. It has original jurisdiction over all crimes committed in the area, except felonies which carry a penalty of five years or more in State Prison, and its Juvenile Sessions act in cases concerning minors under seventeen years of age. It also has original jurisdiction in all civil matters, including contracts, torts, replevins, small claim summary process, supplementary process, and other minor actions.

The business of the court is indicated by the following estimated statistics: criminal cases, 22,500; juvenile, 1,500; civil, 2,700; small claims, 2,900; automobile parking violations, 120,000; supplementary processes, 1,500; number of persons committed, 3,000; number of persons on probation, 3,600.

A—BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$232,329 57	\$247,141 99	\$258,907 00	\$280,396 00	\$279,773 00	
2—Contractual Services . . .	12,634 50	15,128 01	14,463 00	14,863 00	14,463 00	
3—Supplies & Materials . . .	13,324 85	16,678 91	16,120 00	17,185 00	16,185 00	
4—Current Charges & Oblig's	409 58	493 69	553 00	553 00	553 00	
5—Equipment	500 75	357 75	350 00	1,850 00	350 00	
TOTALS	\$259,199 25	\$279,800 35	\$290,343 00	\$314,847 00	\$311,324 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues from fees, fines, etc., for 1958 \$83,000 00

C — PROGRAMS

1. ADMINISTRATION OF JUSTICE

Directs and supervises the administration of the court's functions, presides over sessions of the court, and determines the legal issues involved in the various proceedings. Maintains order in the courtrooms, and transports prisoners sentenced by the court to various correctional institutions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
8	\$58,400 00	\$6,860 00	\$935 00	\$27 00	\$350 00	\$66,572 00

Personal Services: 2 full-time Justices, 6 Court Officers. Services of Special Justice at simultaneous sessions and during vacation of Presiding Justice.

Contractual Services: Telephone service, \$860.00; transportation of prisoners, \$6,000.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$750.00; uniforms for court officers, \$185.00.

Current Charges and Obligations: Premium on surety bonds, \$27.00.

Equipment: Library books, \$350.00.

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Custody of all court records; enters, indexes, and files all court dispositions; prepares court calendars; and assists Justices in conduct of court sessions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
21	\$98,102 00	\$2,108 00	\$8,650 00	\$299 00	\$109,159 00

Personal Services: Clerk of Court, 4 Assistant Clerks of Court, 3 Head Clerks, 3 Principal Clerks, Cashier, 8 Clerical Assistants, and Swit board Operator.

Contractual Services: Telephone service, \$1,820.00; servicing of office equipment, \$175.00; towel service, \$113.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$8,650.00.

Current Charges and Obligations: Rental of water cooler, \$96.00; rental of postage meter, \$144.00; premium on surety bonds, \$59.00.

3. SUPERVISION OF PROBATIONERS

Supervises the activities of probationers during probationary period and provides Justices with pertinent information and data relative to defendants appearing before the court.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
23	\$123,271 00	\$5,495 00	\$6,600 00	\$227 00	\$135,593 00

Personal Services: Chief Probation Officer, Assistant Chief Probation Officer, 12 Probation Officers, 3 Principal Clerks, and 6 Clerical Assistants.

Contractual Services: Telephone service, \$1,820.00; servicing of office equipment, \$175.00; expenses of probation officers, \$3,500.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$6,600.00.

Current Charges and Obligations: Premium on surety bonds, \$227.00.

D—PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administration of Justice	8	\$58,400 00	\$6,860 00	\$935 00	\$27 00	\$350 00	\$66,572 00
Maintenance of General Court Activities and Records	21	98,102 00	2,108 00	8,650 00	299 00	—	109,159 00
Supervision of Probationers	23	123,271 00	5,495 00	6,600 00	227 00	—	135,593 00
TOTALS	52	\$279,773 00	\$14,463 00	\$16,185 00	\$553 00	\$350 00	\$311,324 00

MUNICIPAL COURT, WEST ROXBURY DISTRICT

4-12-26

The Municipal Court, West Roxbury District, has jurisdiction over an area of approximately 17 square miles, containing a population of 145,000 persons. It has original jurisdiction over all crimes committed in the area, except felonies which carry a penalty of five years or more in State Prison, and its Juvenile Sessions act in cases concerning minors under seventeen years of age. It also has original jurisdiction in all civil matters, including contracts, torts, replevins, small claim summary process, supplementary process, and other minor actions.

The business of the court is indicated by the following estimated statistics: criminal cases, 4,400; juvenile, 400; civil, 700; small claims, 2,600; automobile parking violations, 15,000; supplementary processes, 1,000; number of persons committed, 350; and number of persons on probation during year, 400.

A—BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$77,319 12	\$80,144 22	\$90,892 00	\$100,975 00	\$100,060 00	
2—Contractual Services . . .	3,374 42	3,280 48	3,212 00	3,872 00	3,472 00	
3—Supplies & Materials . . .	2,356 57	3,170 11	2,400 00	2,500 00	2,400 00	
4—Current Charges & Oblig's	99 50	109 50	115 00	115 00	115 00	
5—Equipment	289 32	220 00	200 00	550 00	200 00	
TOTALS	\$83,438 93	\$86,924 31	\$96,819 00	\$108,012 00	\$106,247 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues from fees, fines, etc., for 1958	<u>\$35,000 00</u>
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C—PROGRAMS

1. ADMINISTRATION OF JUSTICE

Directs and supervises the administration of the court's functions, presides over sessions of the court and determines the legal issues involved in the various proceedings. Maintains order in the courtrooms, and transports prisoners sentenced by the court to various correctional institutions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
4	\$29,408 00	\$992 20	\$125 00	\$15 00	\$100 00	\$30,640 20

Personal Services: Justice, 3 Court Officers. Services of Special Justices at simultaneous sessions, during vacation of Presiding Justice, and while the latter is presiding over sessions of the Superior Court.

Contractual Services: Telephone service, \$85.00; transportation of prisoners, \$900.00; towel service, \$7.20.

Supplies and Materials: Postage, forms, cards, and stationery, \$125.00.

Current Charges and Obligations: Premium on surety bonds, \$15.00.

Equipment: Library books, \$100.00.

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Custody of all court records; enters, indexes, and files all court dispositions; prepares court calendars and assists Justices in conduct of court sessions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
9	\$44,040 00	\$1,083 20	\$1,900 00	\$50 00	\$75 00	\$47,148 20

Personal Services: Clerk of Court, 2 Assistant Clerks of Court, 2 Principal Clerks, 4 Clerical Assistants, and vacation supply for Clerk of Court.

Contractual Services: Telephone service, \$980.00; servicing of office equipment, \$60.00; towel service, \$13.20.

Supplies and Materials: Postage, forms, cards, and stationery, \$1,900.00.

Current Charges and Obligations: Premium on surety bonds, \$50.00.

Equipment: Library books, \$75.00.

3. SUPERVISION OF PROBATIONERS

Supervises the activities of probationers during probationary period and provides Justices with pertinent information and data relative to defendants appearing before the court.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
5	\$26,612 00	\$1,396 60	\$375 00	\$50 00	\$25 00	\$28,456 60

Personal Services: Chief Probation Officer, 2 Probation Officers, 2 Clerical Assistants, and vacation relief for Chief Probation Officer.
Contractual Services: Telephone service, \$435.00; servicing of office equipment, \$40.00; expenses of probation officers, \$900.00; towel service, \$21.60.
Supplies and Materials: Postage, forms, cards, and stationery, \$375.00.
Current Charges and Obligations: Premium on surety bonds, \$50.00.
Equipment: Library books, \$25.00.

D—PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administration of Justice	4	\$29,408 00	\$992 20	\$125 00	\$15 00	\$100 00	\$30,640 20
Maintenance of General Court Activities and Records	9	44,040 00	1,083 20	1,900 00	50 00	75 00	47,148 20
Supervision of Probationers	5	26,612 00	1,396 60	375 00	50 00	25 00	28,456 60
TOTALS	18	\$100,060 00	\$3,472 00	\$2,400 00	\$115 00	\$200 00	\$106,247 00

MUNICIPAL COURT, BRIGHTON DISTRICT

4-12-27

The Municipal Court, Brighton District, has jurisdiction over an area of approximately 5 square miles, containing a population of 85,000 persons. It has original jurisdiction over all crimes committed in the area, except felonies which carry a penalty of five years or more in State Prison, and its Juvenile Sessions act in cases concerning minors under seventeen years of age. It also has original jurisdiction in all civil matters, including contracts, torts, replevins, small claims, summary process, supplementary process, and other minor actions.

The business of the court is indicated by the following estimated statistics: criminal cases, 5,000; juvenile, 19; civil, 800; small claims, 1,200; auto parking violations, 29,000; supplementary process, 600; number of persons committed, 300; number of persons on probation during year, 675.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$48,788 99	\$50,597 63	\$57,713 00	\$67,090 00	\$65,011 00	
2—Contractual Services . . .	1,541 15	1,199 99	1,600 00	1,875 00	1,600 00	
3—Supplies & Materials . . .	3,777 34	4,400 97	3,730 00	5,130 00	4,100 00	
4—Current Charges & Oblig's . . .	85 50	336 50	86 00	86 00	86 00	
5—Equipment	1,370 23	80 00	400 00	843 00	400 00	
TOTALS	\$55,563 21	\$56,615 09	\$63,529 00	\$75,024 00	\$71,197 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues from fees, fines, etc., for 1958 \$38,000 00

C — PROGRAMS

1. ADMINISTRATION OF JUSTICE

Directs and supervises the administration of the court's functions, presides over sessions of the court, and determines the legal issues involved in the various proceedings. Maintains order in the courtrooms, and transports prisoners sentenced by the court to various correctional institutions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
2	\$23,811 00	\$691 00	\$300 00	\$400 00	\$25,202 00

Personal Services: Justice, Court Officer, Services of Special Justice at simultaneous sessions, during vacation of Presiding Justice, and when the latter is presiding over sessions at the Superior Court.

Contractual Services: Telephone service, \$176.00; servicing of office equipment, \$15.00; transportation of prisoners, \$500.00.

Supplies and Materials: Food for prisoners, \$30.00; postage, forms, cards, and stationery, \$200.00; uniform for court officer, \$70.00.

Equipment: Library books, \$400.00.

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Custody of all court records; enters, indexes, and files all court dispositions; prepares court calendars; and assists Justices in conduct of court sessions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
4	\$24,826 00	\$352 00	\$2,000 00	\$38 00	\$27,216 00

Personal Services: Clerk of Court, 2 Assistant Clerks of Court, Clerical Assistant, and vacation supply for Clerk of Court.

Contractual Services: Telephone service, \$332.00; servicing of office equipment, \$20.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$2,000.00.

Current Charges and Obligations: Premium on surety bonds, \$38.00.

3. SUPERVISION OF PROBATIONERS

Supervises the activities of probationers during probationary period and provides Justices with pertinent information and data relative to defendants appearing before the court.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
3	\$16,374 00	\$557 00	\$1,800 00	\$48 00	\$18,779 00

Personal Services: 2 Probation Officers, Clerical Assistant, and vacation supply for Probation Officers.

Contractual Services: Telephone service, \$242.00; servicing of office equipment, \$15.00; transportation of probation officers, \$300.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$1,800.00.

Current Charges and Obligations: Premium on surety bonds, \$48.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administration of Justice	2	\$23,811 00	\$691 00	\$300 00	—	\$400 00	\$25,202 00
Maintenance of General Court Activities and Records	4	24,826 00	352 00	2,000 00	\$38 00	—	27,216 00
Supervision of Probationers	3	16,374 00	557 00	1,800 00	48 00	—	18,779 00
TOTALS	9	\$65,011 00	\$1,600 00	\$4,100 00	\$86 00	\$400 00	\$71,197 00

DISTRICT COURT OF CHELSEA

4-12-28

The District Court of Chelsea has jurisdiction over an area of approximately 8.2 square miles, containing a population of 75,675 persons. It has original jurisdiction over all crimes committed in the area, except felonies which carry a penalty of five years or more in State Prison, and its Juvenile Sessions act in cases concerning minors under seventeen years of age. It also has original jurisdiction in all civil matters, including contracts, torts, replevins, small claims, summary process, supplementary process, and other minor actions.

The business of the court is indicated by the following estimated statistics: criminal cases, 4,400; juvenile, 350; civil cases, 1,200; small claims, 1,000; automobile parking violations, 3,000; supplementary processes, 600; number of persons committed to State Prison, 80; and number of persons on probation during year, 1,250.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$68,038 03	\$71,391 99	\$79,813 00	\$89,949 00	\$86,967 00	
2—Contractual Services . .	2,078 93	2,041 85	2,180 00	2,514 00	2,280 00	
3—Supplies & Materials . .	3,491 84	2,889 62	3,365 00	3,375 00	3,370 00	
4—Current Charges & Oblig's	109 50	109 50	110 00	110 00	110 00	
5—Equipment	131 50	167 04	175 00	622 00	175 00	
TOTALS	\$73,849 80	\$76,600 00	\$85,643 00	\$96,570 00	\$92,902 00	

B—DEPARTMENTAL REVENUES

Estimated revenue from fees, fines, etc., for 1958	\$20,000 00
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C — PROGRAMS

1. ADMINISTRATION OF JUSTICE

Directs and supervises the administration of the court's functions, presides over sessions of the court, and determines the legal issues involved in the various proceedings. Maintains order in the courtrooms, and transports prisoners sentenced by the court to various correctional institutions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
3	\$25,033 00	\$730 00	\$320 00	\$175 00	\$26,258 00

Personal Services: Full-time Justice and 2 Court Officers. Services of Special Justice at simultaneous sessions and during vacation of Presiding Justice.

Contractual Services: Telephone service, \$100.00; electricity, \$150.00; transportation of prisoners, \$425.00; towel service, \$55.00.

Supplies and Materials: Cleaning and custodial supplies, \$100.00; office supplies, \$150.00; court officer's uniform, \$70.00.

Equipment: Library books, \$175.00.

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Custody of all court records; enters, indexes, and files all court dispositions; prepares court calendars; and assists Justices in conduct of court sessions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
7	\$33,861 00	\$820 00	\$1,450 00	\$38 00	\$36,169 00

Personal Services: Clerk of Court, 2 Assistant Clerks of Court, 3 Clerical Assistants, Janitor, vacation supply for Clerk.

Contractual Services: Telephone service, \$350.00; electricity, \$150.00; servicing of equipment, \$120.00; binding and printing of dockets, \$200.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$1,450.00.

Current Charges and Obligations: Premium on surety bond, \$38.00.

3. SUPERVISION OF PROBATIONERS

Supervises the activities of probationers during probationary period and provides Justices with pertinent information and data relative to defendants appearing before the court.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
5	\$28,073 00	\$730 00	\$1,600 00	\$72 00	\$30,475 00

Personal Services: Chief Probation Officer, 2 Probation Officers, 2 Clerical Assistants.

Contractual Services: Telephone service, \$450.00; electricity, \$175.00; servicing of equipment, \$30.00; expenses of probation officers, \$75.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$1,600.00.

Current Charges and Obligations: Premium on surety bonds, \$72.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administration of Justice	3	\$25,033 00	\$730 00	\$320 00	—	\$175 00	\$26,258 00
Maintenance of General Court Activities and Records	7	33,861 00	820 00	1,450 00	\$38 00	—	36,169 00
Supervision of Probationers	5	28,073 00	730 00	1,600 00	72 00	—	30,475 00
TOTALS	15	\$86,967 00	\$2,280 00	\$3,370 00	\$110 00	\$175 00	\$92,902 00

MEDICAL EXAMINER SERVICE, NORTHERN DIVISION

4-12-31

The Medical Examiner for the Northern Division is responsible for the investigation of all violent and unexplained deaths and all deaths thought to be due to virulent contagious diseases occurring in the northern section of the court including Chelsea, Revere, and Winthrop. He is required to conduct autopsies whenever necessary and to give expert testimony before the Grand Jury and the various courts. A mortuary is maintained for the bodies of deceased persons committed to his care.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Appro
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$38,031 93	\$40,458 18	\$41,429 00	\$42,820 00	\$42,500 00	
2—Contractual Services . . .	3,553 03	3,765 91	3,875 00	4,255 00	4,110 00	
3—Supplies & Materials . . .	1,094 26	1,256 02	1,750 00	2,125 00	1,775 00	
4—Current Charges and Obligations	—	—	—	8 00	8 00	
5—Equipment	262 46	170 00	170 00	735 00	65 00	
TOTALS	\$42,941 68	\$45,650 11	\$47,224 00	\$49,943 00	\$48,458 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958 None

C — PROGRAMS

1. DETERMINATION OF CAUSE AND MANNER OF DEATH

General supervision and direction of departmental activities; determination of cause and manner of death, and maintenance of departmental records and files.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
4	\$23,415 00	\$3,035 00	\$575 00	\$8 00	\$27,033 00

Personal Services: Medical Examiner, 3 Clerical Employees.

Contractual Services: Telephone service, \$850.00; repairing and servicing of equipment, \$50.00; travel expenses, \$2,135.00.

Supplies and Materials: Postage, \$75.00; surgeons' gowns and aprons, \$50.00; forms, cards, and stationery, \$100.00; miscellaneous supplies, \$50.00.

Current Charges and Obligations: Premium of Surety Bond, \$8.00.

2. OPERATION OF THE MORTUARY FOR CARE AND DISPOSITION OF BODIES OF DECEASED PERSONS

Responsible for receipt, care, and disposition of the bodies of deceased persons committed to the mortuary and maintenance of pertinent records. During the year 1957, 1,275 bodies were received.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
5	\$19,085 00	\$1,075 00	\$1,200 00	\$65 00	\$21,425 00

Personal Services: 2 Supervising Mortuary Attendants, 3 Mortuary Attendants.

Contractual Services: Telephone service, \$750.00; repairs and servicing of equipment, \$250.00; freight and express charges, \$75.00.

Supplies and Materials: Automotive supplies and materials, \$425.00; chemical, laundry, and custodial supplies, \$300.00; sheets, blankets and towels, \$200.00; postage, \$25.00; laboratory supplies, \$150.00; general operating supplies, \$100.00.

Equipment: Lamp and clocks, \$45.00; mirror, \$20.00.

D — PROGRAM SUMMARY

Programs	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Determination of Cause and Manner of Death	4	\$23,415 00	\$3,035 00	\$575 00	\$8 00	—	\$27,033 00
2. Operation of the Mortuary for Care and Disposition of Bodies of Deceased Persons	5	19,085 00	1,075 00	1,200 00	—	\$65 00	21,425 00
TOTALS	9	\$42,500 00	\$4,110 00	\$1,775 00	\$8 00	\$65 00	\$48,458 00

MEDICAL EXAMINER SERVICE, SOUTHERN DIVISION

4-12-32

The Medical Examiner for the Southern Division is responsible for the investigation of all violent and unexplained deaths, all deaths thought to be related to employment, and all deaths thought to be due to virulent contagious diseases occurring in the southern section of the county. The Medical Examiner is required to conduct autopsies whenever necessary and to give expert testimony before the Grand Jury and the various courts.

Cases investigated annually total about 830, and 156 autopsies are made.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
Personal Services . . .	\$21,331 08	\$23,520 45	\$25,205 00	\$30,275 00	\$29,700 00	
Contractual Services . .	3,731 18	4,674 96	6,170 00	1,970 00	1,970 00	
Supplies & Materials . .	878 30	760 06	950 00	1,210 00	1,210 00	
Current Charges & Oblig's	178 50	178 50	179 00	179 00	179 00	
Equipment	—	25 00	25 00	593 00	575 00	
TOTALS	\$26,119 06	\$29,158 97	\$32,529 00	\$34,227 00	\$33,634 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958 None

C — PROGRAM

1. DETERMINATION OF CAUSE AND MANNER OF DEATH

General supervision and direction of departmental activities; determination of cause and manner of death; and the maintenance of departmental records and files.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
6	\$29,700 00	\$1,970 00	\$1,210 00	\$179 00	\$575 00	\$33,634 00

Personal Services: Medical Examiner, Procedural Technician, 2 Mortuary Attendants, Laboratory Technician, Secretary.

Contractual Services: Telephone service, \$800.00; servicing of office equipment, \$170.00; freight and express charges, \$100.00; witness fees for autopsies, \$900.00.

Supplies and Materials: Automotive supplies, \$330.00; laboratory supplies; \$100.00; postage, forms, cards, and stationery, \$330.00; general operating supplies and materials, \$150.00.

Current Charges and Obligations: Rental for storage of car, \$171.00; premium on surety bonds, \$8.00.

Equipment: Library books, \$35.00; laboratory equipment, \$40.00; typewriters, \$500.00.

ASSOCIATE MEDICAL EXAMINER SERVICE, NORTHERN DIVISION

4-12-33

The associate medical examiners in Suffolk County, upon the request of either Medical Examiner, perform the duties and have the powers of medical examiners. Each Medical Examiner is entitled to two months' service in the aggregate from the associates in each year.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$3,082 99	\$3,919 80	\$3,920 00	\$3,920 00	\$3,920 00	
2—Contractual Services . . .	700 00	835 00	1,250 00	1,415 00	1,415 00	
3—Supplies & Materials . . .	34 00	13 50	80 00	80 00	80 00	
4—Current Charges & Oblig's	7 50	7 50	8 00	8 00	8 00	
TOTALS . . .	\$3,824 49	\$4,775 80	\$5,258 00	\$5,423 00	\$5,423 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958 None

C — PROGRAM

1. DETERMINATION OF CAUSE AND MANNER OF DEATH

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
1	\$3,920 00	\$1,415 00	\$80 00	\$8 00	\$5,423 00

Personal Services: Associate Medical Examiner; Temporary Employee, \$420.00.
Contractual Services: Telephone service, \$45.00; allowance for use of personal automobile, \$420.00; transporting bodies to mortuary, \$650.00; witness fees, \$300.00.
Supplies and Materials: Laboratory supplies, \$20.00; postage and office supplies, \$60.00.
Current Charges and Obligations: Premium on surety bond, \$8.00.

ASSOCIATE MEDICAL EXAMINER SERVICE, SOUTHERN DIVISION

4-12-34

The associate medical examiners in Suffolk County, upon the request of either Medical Examiner, perform the duties and have the powers of medical examiners. Each Medical Examiner is entitled to two months' service in the aggregate from the associates in each year.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
-Personal Services . . .	\$3,074 60	\$4,318 80	\$3,920 00	\$3,920 00	\$3,920 00	
-Contractual Services . . .	330 00	330 00	850 00	865 00	865 00	
-Supplies & Materials . . .	29 00	6 00	80 00	80 00	80 00	
-Current Charges & Oblig's	7 50	7 50	8 00	8 00	8 00	
TOTALS . . .	\$3,441 10	\$4,662 30	\$4,858 00	\$4,873 00	\$4,873 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958 None

C — PROGRAM

1. DETERMINATION OF CAUSE AND MANNER OF DEATH

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
1	\$3,920 00	\$865 00	\$80 00	\$8 00	\$4,873 00

Personal Services: Associate Medical Examiner, Temporary Employee, \$420.00.

Contractual Services: Telephone service, \$45.00; allowance for use of personal automobile, \$420.00; transporting bodies to mortuary, \$200.00; witness fees, \$200.00.

Supplies and Materials: Laboratory supplies, \$20.00; postage, forms, cards, and stationery, \$60.00.

Current Charges and Obligations: Premium on surety bond, \$8.00.

SOCIAL LAW LIBRARY

4-12-41

The General Laws permit the city to pay to the Proprietors of the Social Law Library such sums as may be appropriated. These amounts must be used to purchase books and maintain the library. The library is located in Suffolk County Court House and provides library service to attorneys and others.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Appro
				Requested by Department	Recommended by Mayor	
3—Supplies & Materials	\$2,000 00	\$2,000 00	\$2,000 00	\$2,000 00	\$2,000 00	

C — PROGRAM

1. ASSISTANCE TO LEGAL LIBRARY SERVICE

Supplies and Materials: Allowance for purchase of law books, \$2,000.00.

MENTAL ILLNESS

4-12-42

Before an order of commitment may be issued by a judge of the Probate Court, the General Laws provide that there must be submitted certificates by two properly qualified physicians indicating that, as a result of an examination conducted of them, they find the individual mentally ill. The payment of fees and mileage allowances to physicians, experts, and witnesses is provided for by this appropriation.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
Contractual Services . . .	\$51,066 75	\$60,759 93	\$49,875 00	\$49,875 00	\$49,875 00	
Supplies & Materials . . .	202 01	185 07	125 00	125 00	125 00	
TOTALS	\$51,268 76	\$60,945 00	\$50,000 00	\$50,000 00	\$50,000 00	

C — PROGRAM

1. EXAMINATION AND COMMITMENT OF MENTALLY ILL

Contractual Services	Supplies Materials	Total
\$49,875 00	\$125 00	\$50,000 00

Contractual Services: Telephone service, \$100.00; transportation expenses for doctors and commitment officers, \$15,000.00; fees paid to doctors, experts, and witnesses for services, \$34,775.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$125.00.

PENSIONS AND ANNUITIES — COUNTY

4-13-75

Payments to retired officials and employees who were not members of the contributory pension systems are covered by this appropriation, as provided by special acts of the Legislature.

The expense applicable to the major county agencies is given in the following tabulation:

House of Correction	\$68,000 00
County Jail	4,300 00
Superior Court	17,800 00
County Court House	11,000 00
Registry of Deeds	1,600 00
Municipal Court of the City of Boston	29,000 00
Municipal District Courts	40,000 00
Medical Examiner Service, Northern Division	8,300 00
TOTAL	\$180,000 00

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation:						
Pensions and Annuities-						
County	\$169,780 53	\$161,993 51	\$165,000 00	\$180,000 00	\$180,000 00	

INCOME DEPARTMENT BUDGETS SUPPORTING DETAIL

COLLECTING DIVISION, TREASURY DEPARTMENT (Water Service)

1-01-37

Mails bills each quarter for water consumed in various properties throughout the city, receives payments, and maintains financial records.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
Personal Services . . .	\$119,575 00	\$119,300 00	\$124,500 00	\$144,357 00	\$127,500 00	
Contractual Services . . .	200 00	2,100 00	1,700 00	4,637 00	4,630 00	
Supplies & Materials . . .	8,225 00	9,070 00	9,070 00	11,379 00	11,080 00	
Current Charges & Oblig's . . .	2,000 00	1,725 00	1,932 00	2,007 00	2,007 00	
Equipment	—	—	80 00	135 00	135 00	
TOTALS	\$130,000 00	\$132,195 00	\$137,282 00	\$162,515 00	\$145,352 00	

B — DEPARTMENTAL REVENUES

(Water revenues are shown in the Water Service Section of the budget.)

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of activities; processes water liens, releases, and abatements; adds unpaid water bills to taxes; prepares reports of collections.

Personal Services No.	Amount	Contractual Services	Current Charges	Total
6	\$29,159 00	\$42 00	\$1,150 00	\$30,351 00

Personal Services: Assistant Collector-Treasurer, Head Clerk, Water Lien Supervisor, Principal Clerk and Secretary, and 2 Clerical Employees.

Contractual Services: Repair and maintenance of office machines, \$42.00.

Current Charges and Obligations: Premiums on surety bonds, \$1,150.00.

2. COLLECTION OF WATER CHARGES

Prepares for mailing all water bills, demands, and delinquent notices; receives and gives receipts for monies paid; tabulates, balances, and prepares daily cash records and prepares daily reports of tellers' receipts.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
20	\$98,341 00	\$4,588 00	\$11,080 00	\$857 00	\$135 00	\$115,001 00

Personal Services: Performance under this program is divided among the following sections:

Accounting Section: Accountant.

Deputies Section: 12 Deputy Collectors.

Tellers Section: 3 Tellers.

Tabulating Section: Principal Statistical Machine Operator and 2 Statistical Machine Operators.

Tax Sales Section: Senior Account Clerk.

Temporary Employees: 3 Statistical Machine Operators for 10 weeks during annual tax rush, \$1,500.00. Overtime: auditing project, \$3,000.00.

Contractual Services: Repair and maintenance of office machines, \$1,258.00; transportation, \$70.00; advertising in City Record, \$2,950.00; freight charges, \$100.00; printing and binding, \$210.00.

Supplies and Materials: Postage, \$9,000.00; water bill envelopes, \$1,300.00; cards, forms, and stationery, \$700.00; microfilm and Recordak spools, \$80.00.

Current Charges and Obligations: Premiums on surety bonds, \$713.00; rental postage meter, \$144.00.

Equipment: City directory, \$85.00; leather mail bag, \$50.00.

Collecting Division, Treasury Department (Water Service) — Continued

D—PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services	6	\$29,159 00	\$42 00	—	\$1,150 00	—	\$30,351 00
2. Collection of Water Charges	20	98,341 00	4,588 00	\$11,080 00	857 00	\$135 00	\$115,001 00
TOTALS	26	\$127,500 00	\$4,630 00	\$11,080 00	\$2,007 00	\$135 00	\$145,352 00

AUTOMOTIVE DIVISION, PUBLIC WORKS DEPARTMENT (Water Service)

1-03-52

This appropriation provides for the maintenance and repair of automotive equipment for the Water Service, including 11 passenger cars, 28 trucks, 1 crane, 1 carryall, 7 pickups, 7 compressors, 1 trojan loader, 5 dump trucks, 3 derricks, and 3 trucks.

A — BUDGET SUMMARY

Group	1958 Budget					
	1955 Expenditures	1956 Expenditures	1957 Appropriations	Requested by Department	Recommended by Mayor	Approved
1—Personal Services	\$43,543 00	\$44,000 00	\$44,936 00	\$47,907 00	\$47,907 00	
2—Contractual Services	6,072 27	6,000 00	7,000 00	7,300 00	7,000 00	
3—Supplies & Materials	30,740 72	26,000 00	26,400 00	26,517 00	26,500 00	
4—Current Charges & Oblig's	2,039 05	2,200 00	2,855 00	2,500 00	2,500 00	
5—Equipment	28,535 95	13,000 00	44,000 00	34,100 00	34,100 00	
TOTALS	\$110,930 99	\$91,200 00	\$125,191 00	\$118,324 00	\$118,007 00	

B—DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958 None

C — PROGRAM

1. MAINTENANCE AND REPAIR OF AUTOMOTIVE EQUIPMENT

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
12	\$47,907 00	\$7,000 00	\$26,500 00	\$2,500 00	\$34,100 00	\$118,007 00

Personal Services: General Foreman and 11 Repairmen.

Contractual Services: Automotive repairs by outside repair shops, \$7,000.00.

Supplies and Materials: Gasoline, oil, and grease, \$13,351.00; tires and tubes, \$4,242.00; repair parts, \$8,907.00.

Current Charges and Obligations: Registration of vehicles, \$250.00; storage of vehicles in privately-owned garages during 5 winter months, \$2,250.00.

Equipment: 7 trucks, \$26,600.00; 3 1-ton express trucks, \$5,250.00; 1 sedan, \$2,250.00.

SUMNER TRAFFIC TUNNEL

3-71-11

The Sumner Tunnel is a vehicular tunnel under Boston Harbor connecting central Boston with East Boston; it is 653 feet in length. Ventilating and garage buildings are operated at both terminals of the tunnel; an administration building with 8,060 square feet of floor space is occupied. Tolls are collected, traffic regulated, disabled cars are towed; daily, weekly, and monthly reports of traffic are prepared; tolls collected are counted, recorded, and deposited daily. Maintenance crews clean the facilities, keep the treadle equipment, lighting, drainage, and signal systems in good order; roadway surfaces are repaired, and fresh air and exhaust ducts are repaired. Cables and ducts in the tunnel are owned and maintained by the Police and Fire Departments and by the New England Telephone & Telegraph Company. The telephone company pays \$1,750.00 per year for the use of ducts for cables.

In 1957, 12,896,724 vehicles used the tunnel. This is believed to be a world record for single-tube two-lane vehicular tunnels of comparable length.

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	1958 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$440,390 57	458,818 26	458,000 00	495,188 00	483,000 00	
—Contractual Services . .	123,498 00	110,355 38	144,000 00	198,272 00	189,500 00	
—Supplies & Materials . .	16,628 61	18,144 00	19,150 00	20,854 00	17,720 00	
—Current Charges & Oblig's	925 67	1,920 55	1,260 00	2,622 00	2,600 00	
—Equipment	4,207 76	12,341 08	4,900 00	40,242 00	38,000 00	
TOTALS	\$585,650 61	\$601,579 27	\$627,310 00	\$757,178 00	\$730,820 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958:

Tolls	\$2,600,000 00
Rental of ducts — New England Telephone & Telegraph Company	1,750 00
TOTAL	\$2,601,750 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of activities; provides financial and clerical services; tolls collected are verified with treadle counts and deposited in bank daily; periodic reports of traffic volume and toll receipts are prepared.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
9	\$46,000 00	\$4,450 00	\$1,000 00	\$2,050 00	\$1,035 00	\$54,535 00

Personal Services: Superintendent, 2 Senior Electrical Engineers, Head Cashier, 3 Cashiers, Principal Account Clerk and a Clerk.
Contractual Services: Telephone service, \$500.00; servicing, typewriters and adding machines, \$150.00; coin sorter, \$250.00; transportation, \$150.00; advertising and posting, \$200.00; transporting funds to bank, \$1,300.00; annual audit, \$1,000.00; printing and binding, \$725.00; safe inspection, clock maintenance, typewriter inspection, \$175.00.
Supplies and Materials: First aid supplies, \$80.00; postage, \$25.00; cards, forms and stationery, \$875.00; tracing paper and cloth, \$20.00.
Current Charges: Damages, judgments and losses, \$1,300.00; dues and subscriptions, \$300.00; premiums on bonds, \$350.00; reimburse cashier for counterfeit money, \$100.00.
Equipment: Brand coin counter, \$885.00; electric meters for testing equipment, \$125.00; drafting equipment, \$25.00.

2. TUNNEL OPERATION AND COLLECTION OF TOLLS

Responsible for the direction of traffic, collection of tolls, and the operation of ventilating and mechanical systems.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
61	\$297,000 00	\$77,350 00	\$7,244 00	\$450 00	\$700 00	\$382,744 00

Personal Services: 8 Electrician-Operators, 5 Sergeant Tollman-Guards, and 48 Tollman-Guards. Temporary Employees, \$25,000.00. Overtime, \$21,000.00.
Contractual Services: Telephone service, \$350.00; electric service, \$74,500.00; steam service, \$2,500.00.
Supplies and Materials: Automotive supplies, \$900.00; fuel oil, \$2,100.00; cards, forms and stationery, \$500.00; police whistles, \$21.00; overcoats, hats and shirts for Tollman-Guards, \$3,423.00.
Current Charges: Registration of motor vehicles \$50.00; premium on bonds, \$400.00.
Equipment: Traffic signal equipment, \$700.00.

Sumner Traffic Tunnel — Continued

3. MAINTENANCE AND REPAIR OF TUNNEL FACILITIES

Inspects mechanical and electrical facilities, makes adjustments and repairs, cleans facilities, operates garages and assigned vehicles.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
35	\$140,000 00	\$107,700 00	\$9,476 00	\$100 00	\$36,265 00	\$293,541 00

Personal Services: Chief Electrician, 6 Electrician Operators, Maintenance Foreman, Garage Foreman, 3 Maintenance Repairmen, Work Foreman, 12 Heavy Motor Equipment Operators, Painter, Garage Attendant, 8 Laborers. Overtime, \$2,000.00.

Contractual Services: Repairs to buildings; carpentry, \$750.00; electrical, \$2,500.00; plumbing and steamfitting, \$6,650.00; painting administration building, \$4,200.00; painting tunnel walls, \$2,000.00; waterproof tunnel roof at East Boston, \$3,000.00; paint and caulk tunnel exits, \$5,500.00; roadway repairs, \$20,000.00; miscellaneous concrete repairs, \$3,000.00; ventilation repairs, \$2,500.00; new tunnel handrails, \$17,000.00; repairs to tunnel invert and fresh air duct, \$20,000.00; install new treadle frames, \$2,200.00; miscellaneous repairs to buildings, \$1,700.00; repairs and servicing automotive equipment, \$1,500.00; machinery and tools, \$1,000.00; miscellaneous equipment, \$2,100.00; cleaning basins, drop inlets, sunps, etc., \$4,300.00; express charges, \$100.00; testing and analysis, \$200.00; snow removal, \$2,500.00.

Supplies and Materials: Oil and grease, \$100.00; tires and tubes, \$200.00; auto repair parts, \$200.00; custodial supplies, \$2,000.00; cards, for stationery, \$100.00; building repair supplies, \$1,300.00; police, traffic control supplies, \$64.00; general operating supplies, \$450.00; repair parts and materials non automotive, \$4,000.00; tools and instruments, \$550.00; wearing apparel, \$387.00; drain inlet grates, \$125.00.

Current Charges and Obligations: Boiler insurance, \$100.00.

Equipment: Flusher, \$20,000.00; sweeper, \$10,000.00; stock bins, \$115.00; treadles, \$1,500.00; treadle frames, \$3,600.00; fractional H. P. motor, \$385.00; fire fighting equipment, \$380.00; miscellaneous equipment, \$285.00.

D — PROGRAM SUMMARY

Programs	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services	9	\$46,000 00	\$4,450 00	\$1,000 00	\$2,050 00	\$1,035 00	\$54,535 00
2. Tunnel Operation and Collection of Tolls	61	297,000 00	77,350 00	7,244 00	450 00	700 00	382,744 00
3. Maintenance and Repair of Tunnel Facilities	35	140,000 00	107,700 00	9,476 00	100 00	36,265 00	293,541 00
TOTALS	105	\$483,000 00	\$189,500 00	\$17,720 00	\$2,600 00	\$38,000 00	\$730,820 00

WATER SERVICE, PUBLIC WORKS DEPARTMENT

3-71-12

The Water Service of the Public Works Department is responsible for the distribution within the city limits of water which is purchased from the Metropolitan Water District. A comprehensive water supply system is operated, which includes approximately 1,030 miles of supply and distributing water mains, more than 12,554 standard fire hydrants, approximately 94,322 water meters, and a high pressure fire service consisting of approximately 19 miles of pipe with approximately 32 hydrants. Meters are read and billings prepared quarterly for water use. Approximately 115,000,000 gallons of water are used daily, which represents about 65 per cent of the volume distributed by the Metropolitan Water District.

A — BUDGET SUMMARY

Group	1955		1956		1957		1958 Budget		Approved	
	Expenditures		Expenditures		Appropriations		Requested by Department	Recommended by Mayor		
—Personal Services . . .	\$1,397,559	35	\$1,397,460	78	\$1,460,000	00	\$1,634,582	00	\$1,528,000	00
—Contractual Services . . .	464,442	66	258,939	40	434,200	00	434,617	00	434,000	00
—Supplies & Materials . . .	233,507	49	190,996	28	242,225	00	208,767	00	206,850	00
—Current Charges & Oblig's	152,625	01	43,538	02	20,293	00	54,293	00	54,288	00
—Equipment	107,941	42	96,731	46	109,000	00	118,093	00	117,900	00
—Structures & Improvements	216,307	54	224,937	60	200,000	00	200,000	00	200,000	00
TOTALS	\$2,572,383	47	\$2,212,603	54	\$2,465,718	00	\$2,650,352	00	\$2,541,038	00

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958 \$6,300,000 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Supervision and direction of activities; provides financial and clerical services; processes contractors' invoices for street opening work.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
4	\$26,085 00	—	\$100 00	\$57 00	\$26,242 00

Personal Services: Division Engineer, Principal Account Clerk, Inspector, and Clerical Employee.

Supplies and Materials: Cards, forms, and stationery, \$100.00.

Current Charges and Obligations: Subscriptions, \$7.00; premium on surety bond, \$50.00.

2. PROCESSING OF WATER BILLS, INCLUDING READING AND CARE OF METERS

Responsible for the field and office work related to processing bills to property owners for water used and maintenance and repair of meters. Applications for service are processed; 94,322 meters are read quarterly; 415,000 bills are computed and prepared annually; records are kept of paid and unpaid bills; liens are recorded against delinquent consumers; 11,000 meters are installed or removed; 6,100 meters are tested; 2,100 meters are repaired in the meter shop and 1,200 meters are repaired in house locations annually.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
124	\$470,316 00	\$35,253 00	\$21,900 00	\$55 00	\$110,650 00	\$638,174 00

Personal Services: Water Revenue Supervisor, 4 Senior Clerks and Stenographers, 2 Head Clerks, 2 Principal Account Clerks, 4 Accounting Machine Operators, 9 Senior Account Clerks, 2 Senior Clerks and Typists, 8 Clerks, 11 Clerks and Typists, Senior Cashier, 3 Principal Clerks, 3 Clerks and Water Meter Readers, 5 Senior Clerks, 2 Water Service Inspectors, 3 Constables, Chief Water Meter Reader, Water Installation Inspector, Meter Supervisor, 4 Special Meter Readers, 28 Water Meter Readers, 18 Water Meter Repairmen, Water Service Repairman, 4 Plumbers, Supervisor Water Meters, Plumber and Leading Water Meter Installer, 4 Laborers.

Contractual Services: Repairing water meters, \$30,000.00; servicing and repairing office machines, \$953.00; travel expenses, \$1,600.00; printing and binding, \$2,800.00.

Supplies and Materials: Postage, \$120.00; cards, forms, and stationery, \$2,780.00; meter parts, \$19,000.00.

Current Charges and Obligations: Premium on surety bond, \$55.00.

Equipment: File cabinets, \$1,000.00; typewriter, \$200.00; billing machine, \$4,000.00; office desks and chairs, \$1,200.00; lockers, \$500.00; new water meters, \$103,566.00; library books, \$100.00; street directories, \$84.00.

Water Service, Public Works Department — Continued

3. INSTALLATION AND MAINTENANCE OF MAINS AND EQUIPMENT FOR THE DISTRIBUTION OF WATER

Responsible for surveys for water installations, preparation of contracts and supervision of contract work; operate a main yard and 4 district yards for repair and maintenance of mains, pipes, hydrants and other parts of the distribution system; an emergency crew is on duty at all times to prevent damage to property from breaks in the system; the main yard includes a machine shop, a plumbing shop, a carpenter shop, a central storage yard, a hydrant-testing unit, and a garage.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures	Total
293	\$1,031,599 00	\$398,747 00	\$184,850 00	\$54,176 00	\$7,250 00	\$200,000 00	\$1,876,622 00

Personal Services: Superintendent and Assistant of Water Distribution, Head Clerk, 4 Water District Foremen, 6 Water Service Inspectors, 8 Working Foremen Water Service Repairmen, 6 Plumbers, 18 Heavy Motor Equipment Operators and Laborers, 43 Water Service Repairmen, 16 Water Service Maintenance Men, 25 Motor Equipment Operators and Laborers, 4 Working Foremen Laborers, 2 Water District Foremen, 4 Water Service Inspectors, 45 Mechanics, 50 Laborers, 7 Yardmen, Garage Foreman, 10 Clerical Employees, 2 Telephone Operators, 2 Water Shut-Off Men. Overtime, \$28,000.00.

Contractual Services: Telephone service, \$6,300.00; electric and gas service, \$3,300.00; repairs to floors and staircase, \$500.00; painting Albany Street, \$500.00; repairs to distribution system, \$239,000.00; hydrant changes, \$5,000.00; replacing hydrants, \$5,000.00; lay and relay water mains, \$50,000.00; machinery and assembling gates and hydrants, \$20,000.00; street repairs, \$60,000.00; travel expenses, \$1,200.00; advertising, \$300.00; express charges, \$100.00; printing and binding, \$1,000.00; professional and technical, \$300.00; repairs to machinists' tools, \$300.00; repairs to fountains, oil burners and main pipe joints, \$3,247.00.

Supplies and Materials: Ice for drinking fountains, \$5,000.00; coal and fuel, \$1,900.00; custodial supplies, \$100.00; medical supplies, \$50.00; forms, stationery and office supplies, \$500.00; lumber, \$1,000.00; painting supplies, \$880.00; machine bolts, \$1,500.00; miscellaneous building supplies and materials, \$1,868.00; flashlight batteries, \$1,365.00; general operating supplies, \$2,525.00; repair parts nonautomotive, \$2,400.00; tools and instruments, \$4,135.00; wearing apparel, \$730.00; Public Works supplies (fittings, frames, boxes, hydrants, gate boxes and sleeve boxes, \$97,475.00; copper tubing, \$25,600.00; meter boxes, hydrant boxes and miscellaneous Public Works supplies, \$17,809.00; meters, \$13,473.00; blue print paper, \$240.00.

Current Charges and Obligations: Damages and judgments, \$50,000.00; rental of land (Gibson Street, Dorchester, \$150.00; New York, New Haven & Hartford Railroad, \$26.00); flashing barriers, \$4,000.00.

Equipment: Electrical and mechanical machines and equipment, \$4,910.00; Public Works equipment, \$1,550.00; first aid cabinets, \$150.00; hose, \$400.00; danger flags, \$240.00.

Structures and Improvements: Extensions and improvement of water mains, \$200,000.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures	Total
1. Administrative and General Services	4	\$26,085 00	—	\$100 00	\$57 00	—	—	\$26,242 00
2. Processing of Water Bills Including Reading and Care of Meters	124	470,316 00	\$35,253 00	21,900 00	55 00	\$110,650 00	—	638,174 00
3. Installation of Mains, Equipment for the Distribution of Water	293	1,031,599 00	398,747 00	184,850 00	54,176 00	7,250 00	\$200,000 00	1,876,622 00
TOTALS	421	\$1,528,000 00	\$434,000 00	\$206,850 00	\$54,288 00	\$117,900 00	\$200,000 00	\$2,541,038 00

PENSIONS AND ANNUITIES — SPECIAL (CITY)

3-71-16

Payments to retired officials and employees who were not members of the contributory pension system are covered by this appropriation as provided by Special Acts of the Legislature.

The expense applicable to the Income Departments is given in the following tabulation:

3-71-11—Sumner Traffic Tunnel, Public Works Department	\$45,000 00
3-71-12—Water Service, Public Works Department	235,000 00
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	\$280,000 00

A — BUDGET SUMMARY

Group	1955 Expenditures	1956 Expenditures	1957 Appropriations	Requested by Department	1958 Budget	
					Recommended by Mayor	Approved
Special Appropriation:						
Pensions and Annuities—						
Special (City)	\$239,658 69	\$259,653 00	\$265,000 00	\$280,000 00	\$280,000 00	

PART III
COMPARISON TABLES

CITY BUDGET SUMMARY

	1957 APPROPRIATION	1958 DEPARTMENT ESTIMATE	1958 ALLOWANCE
GENERAL GOVERNMENT			
LEGISLATIVE AND EXECUTIVE			
1-01-11 Mayor, Office Expenses	\$142,850 00	\$153,113 00	\$149,113 00
1-01-94 Conventions and Entertainment of Distinguished Guests	97,000 00	106,906 00	100,000 00
1-01-95 Public Celebrations	114,021 00	108,369 00	108,369 00
1-13-77 U. S. Bond Allotment Plan	24,500 00	23,424 00	23,424 00
1-13-78 Civic Improvement Committee	12,018 00	13,053 00	13,053 00
1-01-12 City Council	136,430 00	144,215 00	141,525 00
1-01-13 City Council Proceedings	17,000 00	18,000 00	18,000 00
ELECTIONS			
1-01-21 Election Department	465,775 00	498,375 00	431,500 00
FINANCE			
1-01-31 Auditing Department	349,608 00	378,479 00	360,598 00
1-01-35 Equalization Survey	100,000 00	163,471 00	125,000 00
1-01-36 Assessing Department	660,950 00	746,596 00	663,230 00
1-01-37 Collecting Division, Treasury Department	265,367 00	313,421 00	277,181 00
1-01-38 Treasury Division, Treasury Department	219,707 00	249,015 00	219,190 00
1-01-39 Board of Sinking Fund Commissioners, Treasury Department	2,750 00	2,750 00	2,750 00
ADMINISTRATIVE SERVICES			
1-01-40 Administrative Services Department	1,048,132 00	1,091,717 00	1,041,439 00
LAW			
1-01-51 Law Department	400,437 00	426,900 00	402,604 00
RECORDING AND REPORTING			
1-01-61 City Clerk Department	89,230 00	93,902 00	93,587 00
1-01-62 City Documents	41,000 00	41,000 00	41,000 00
PLANNING			
1-01-70 City Planning	127,075 00	252,843 00	205,707 00
GENERAL GOVERNMENT BUILDINGS			
1-01-80 Real Property Department	1,413,834 00	1,738,516 00	1,324,480 00
1-01-87 Auditorium Commission	15,000 00	—	—
MISCELLANEOUS GENERAL GOVERNMENT			
1-01-91 Boston Retirement Board	128,540 00	134,489 00	128,400 00
1-01-93 Finance Commission	60,000 00	60,000 00	60,000 00
1-01-96 Compensation Plan Amendments	1,325,000 00	—	—
PUBLIC SAFETY			
POLICE			
1-02-11 Police Department	14,889,129 00	16,074,035 00	15,690,267 00
FIRE			
1-02-21 Fire Department	10,973,951 00	12,173,194 00	11,408,732 00
PROTECTIVE INSPECTION AND REGULATION			
1-02-30 Building Department	894,337 00	1,027,730 00	939,697 00
MILITARY AND CIVILIAN DEFENSE			
1-02-41 Civil Defense Activities	69,314 00	76,453 00	73,890 00
OTHER			
1-02-51 Boston Traffic Department	725,582 00	844,388 00	779,524 00
1-02-52 Licensing Board	124,056 00	132,174 00	124,906 00
PUBLIC WORKS			
1-03-00 Public Works Department	10,631,922 00	11,617,789 00	10,803,179 00
HEALTH			
1-05-00 Health Department	2,119,657 00	2,225,799 00	2,098,924 00

	1957 APPROPRIATION	1958 DEPARTMENT ESTIMATE	1958 ALLOWANCE
HOSPITALS			
1-06-00 Hospital Department	\$17,905,675 00	\$21,575,906 00	\$18,655,520 00
PUBLIC WELFARE			
GENERAL WELFARE			
1-07-10 Welfare Department	23,134,914 00	24,767,107 00	23,430,174 00
PAID TO NEEDY VETERANS			
1-07-40 Veterans' Services Department	2,018,157 00	2,138,693 00	2,012,282 00
LIBRARIES			
1-10-11 Library Department	3,264,000 00	3,771,520 00	3,392,175 00
PARKS AND RECREATION			
1-11-00 Parks and Recreation Department	4,092,954 00	4,508,760 00	4,019,897 00
MISCELLANEOUS			
1-13-31 Executions of Court, Damage Claims and Reimbursements	400,000 00	500,000 00	500,000 00
1-13-41 Workmen's Compensation Service	40,680 00	45,119 00	45,069 00
1-13-42 Workmen's Compensation	200,000 00	225,000 00	225,000 00
1-13-61 City Record, Publication of	58,774 00	61,270 00	61,270 00
1-13-74 Pensions and Annuities, City	4,800,000 00	4,900,000 00	4,900,000 00
1-23-31 Snow Removal	400,000 00	400,000 00	400,000 00
1-25-11 Federal Public Health Program	3,028 00	3,276 00	3,276 00
1-33-73 Reserve Fund	150,000 00	200,000 00	150,000 00
1-71-55 Urban Renewal Program	10,000 00	—	—
1-71-58 Boston Housing Authority	27,000 00	27,000 00	27,000 00
1-33-71 Construction of Buildings, Acquisition of Land	152,000 00	—	—
GRAND TOTAL	\$104,341,354 00	\$114,053,767 00	\$105,670,932 00

COUNTY BUDGET SUMMARY

	1957 APPROPRIATION	1958 DEPARTMENT ESTIMATE	1958 ALLOWANCE
GENERAL GOVERNMENT			
RECORDING AND REPORTING			
Registry of Deeds	\$449,826 00	\$473,615 00	\$461,225 00
GENERAL GOVERNMENT BUILDINGS			
County Court House (Custodian)	683,630 00	719,318 00	702,820 00
Buildings Division, Real Property Department (County Buildings)	211,300 00	260,687 00	193,900 00
MISCELLANEOUS GENERAL GOVERNMENT			
Compensation Plan Amendments	75,000 00	—	—
CORRECTION			
CORRECTIONAL INSTITUTIONS			
Jail	460,145 00	511,099 00	483,185 00
Central Office, Penal Institutions Department	84,712 00	92,257 00	91,157 00
House of Correction, Penal Institutions Department	997,624 00	1,199,728 00	1,063,633 00
Middlesex County Training School	90,000 00	90,000 00	90,000 00
JUDICIAL			
CENTRAL COURTS			
Supreme Judicial Court	97,408 00	99,723 00	98,045 00
Superior Court, General Expense	103,365 00	115,487 00	112,740 00
Clerk's Office, Superior Court, Civil Session	839,258 00	1,001,533 00	993,073 00
Criminal Session, Superior Court	674,570 00	711,836 00	699,070 00
Municipal Court, City of Boston	964,475 00	1,014,705 00	994,350 00
Boston Juvenile Court	112,487 00	128,051 00	119,432 00
Probate Court	91,807 00	97,323 00	94,430 00
Court Officers' Division, Superior Court	384,643 00	414,485 00	393,743 00
Probation Department, Superior Court, Criminal Session	123,850 00	87,288 00	80,913 00
DISTRICT COURTS			
Municipal Court, Charlestown District	75,670 00	91,532 00	85,826 00
East Boston District Court	79,522 00	90,723 00	89,349 00
Municipal Court, South Boston District	78,235 00	86,359 00	82,025 00
Municipal Court, Dorchester District	122,523 00	141,310 00	139,929 00
Municipal Court, Roxbury District	290,343 00	314,847 00	311,324 00
Municipal Court, West Roxbury District	96,819 00	108,012 00	106,247 00
Municipal Court, Brighton District	63,529 00	75,024 00	71,197 00
District Court of Chelsea	85,643 00	96,570 00	92,902 00
MEDICAL EXAMINATIONS			
Medical Examiner Service, Northern Division	47,224 00	49,943 00	48,458 00
Medical Examiner Service, Southern Division	32,529 00	34,227 00	33,634 00
Associate Medical Examiner Service, Northern Division	5,258 00	5,423 00	5,423 00
Associate Medical Examiner Service, Southern Division	4,858 00	4,873 00	4,873 00
OTHER			
Social Law Library	2,000 00	2,000 00	2,000 00
Mental Illness	50,000 00	50,000 00	50,000 00
MISCELLANEOUS			
Pensions and Annuities	165,000 00	180,000 00	180,000 00
GRAND TOTAL	\$7,643,253 00	\$8,347,978 00	\$7,974,903 00

INCOME DEPARTMENTS BUDGET SUMMARY

APPROPRIATION	1957 APPROPRIATION	1958 DEPARTMENT ESTIMATE	1958 ALLOWANCE
COLLECTING DIVISION, TREASURY DEPARTMENT (WATER SERVICE)	\$137,282 00	\$162,515 00	\$145,352 00
UTOMOTIVE DIVISION, PUBLIC WORKS DEPARTMENT (WATER SERVICE)	125,191 00	118,324 00	118,007 00
MMNER TRAFFIC TUNNEL, PUBLIC WORKS DEPARTMENT .	627,310 00	757,178 00	730,820 00
ATER SERVICE, PUBLIC WORKS DEPARTMENT	2,465,718 00	2,650,352 00	2,541,038 00
ENSIONS AND ANNUITIES	265,000 00	280,000 00	280,000 00
GRAND TOTAL	\$3,620,501 00	\$3,968,369 00	\$3,815,217 00

TWO-YEAR COMPARISON CITY BUDGET

APPROPRIATION	1957 APPROPRIATION	1958 ALLOWANCE	INCREASE
PERSONAL SERVICES:			
Permanent Employees	\$54,383,169 00	\$57,321,567 00	\$2,938,398 00
Temporary Employees	1,024,760 00	1,054,860 00	30,100 00
Overtime	1,174,069 00	1,243,300 00	69,231 00
TOTAL PERSONAL SERVICES	\$56,581,998 00	\$59,619,727 00	\$3,037,729 00
CONTRACTUAL SERVICES	8,069,178 00	8,016,257 00	52,921 00
SUPPLIES AND MATERIALS	6,101,622 00	6,394,218 00	292,596 00
CURRENT CHARGES AND OBLIGATIONS:			
Aid to Dependent Children	4,072,600 00	4,200,000 00	127,400 00
General Relief	2,205,000 00	2,100,000 00	105,000 00
Old Age Assistance	11,653,000 00	12,100,000 00	447,000 00
Veterans' Benefits	1,650,000 00	1,650,000 00	—
Aid to Permanently and Totally Disabled	3,390,000 00	3,100,000 00	290,000 00
All Others	335,261 00	336,740 00	1,479 00
EQUIPMENT	763,628 00	521,368 00	242,260 00
STRUCTURES AND IMPROVEMENTS	1,140,000 00	598,000 00	542,000 00
LAND AND IMPROVEMENTS	235,000 00	230,000 00	5,000 00
SPECIAL APPROPRIATIONS:			
Conventions and Entertainment of Distinguished Guests	97,000 00	100,000 00	3,000 00
Public Celebrations	114,021 00	108,369 00	5,652 00
Snow Removal	400,000 00	400,000 00	—
Federal Public Health Program	3,028 00	3,276 00	248 00
Boston Housing Authority	27,000 00	27,000 00	—
Workmen's Compensation	200,000 00	225,000 00	25,000 00
Reserve Fund	150,000 00	150,000 00	—
Pensions and Annuities	4,800,000 00	4,900,000 00	100,000 00
Bond Allotment Plan	24,500 00	23,424 00	1,076 00
Civic Improvement Committee	12,018 00	13,053 00	1,035 00
Executions of Court, Damage Claims and Reimburse- ments	400,000 00	500,000 00	100,000 00
Office Supplies Account	13,000 00	14,000 00	1,000 00
Equalization Survey	100,000 00	125,000 00	25,000 00
Beacon Hill Architectural Commission	1,500 00	1,500 00	—
Urban Renewal Program	10,000 00	—	10,000 00
Compensation Plan Amendments	1,325,000 00	—	1,325,000 00
Auditorium Commission	15,000 00	—	15,000 00
Unsafe Buildings, Securing, Removing, etc.	300,000 00	—	300,000 00
Construction of Buildings, Acquisition of Land	152,000 00	—	152,000 00
Demolition or Restoration of Abandoned Properties	—	214,000 00	214,000 00
GRAND TOTAL	\$104,341,354 00	\$105,670,932 00	\$1,329,578 00

* Denotes decrease

TWO-YEAR COMPARISON COUNTY BUDGET

	1957 APPROPRIATION	1958 ALLOWANCE	INCREASE
PERSONAL SERVICES:			
Permanent Employees	\$5,424,533	\$5,701,861	\$277,328
Temporary Employees	67,748	77,618	9,870
Overtime	28,000	28,500	500
TOTAL PERSONAL SERVICES	\$5,520,281	\$5,807,979	\$287,698
CONTRACTUAL SERVICES	1,002,439	1,081,665	79,226
SUPPLIES AND MATERIALS	705,920	773,494	67,574
CURRENT CHARGES AND OBLIGATIONS	13,620	13,470	150*
EQUIPMENT	31,993	28,295	3,698*
STRUCTURES AND IMPROVEMENTS	39,000	—	39,000*
SPECIAL APPROPRIATIONS:			
Middlesex County Training School	90,000	90,000	—
Pensions and Annuities	165,000	180,000	15,000
Compensation Plan Amendments	75,000	—	75,000*
GRAND TOTAL	\$7,643,253	\$7,974,903	\$331,650

* Denotes decrease

TWO-YEAR BUDGET COMPARISON INCOME DEPARTMENTS

	1957 APPROPRIATION	1958 ALLOWANCE	INCREASE
PERSONAL SERVICES:			
Permanent Employees	\$2,002,936 00	\$2,105,907 00	\$102,971 00
Temporary Employees	30,300 00	26,500 00	3,800 00
Overtime	54,200 00	54,000 00	200 00
TOTAL PERSONAL SERVICES	\$2,087,436 00	\$2,186,407 00	\$98,971 00
CONTRACTUAL SERVICES	586,900 00	635,130 00	48,230 00
SUPPLIES AND MATERIALS	296,845 00	262,150 00	34,695 00
CURRENT CHARGES AND OBLIGATIONS	26,340 00	61,395 00	35,055 00
EQUIPMENT	157,980 00	190,135 00	32,155 00
STRUCTURES AND IMPROVEMENTS	200,000 00	200,000 00	—
SPECIAL APPROPRIATION:			
Pensions and Annuities	265,000 00	280,000 00	15,000 00
GRAND TOTAL	\$3,620,501 00	\$3,815,217 00	\$194,716 00

* Denotes decrease





